

**HUMAN SERVICES GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
AGING AND ADULT SERVICES:				
AGING PROGRAMS	7-1-1	8,147,202	8,147,202	-
BEHAVIORAL HEALTH:				
BEHAVIORAL HEALTH	7-3-1	121,398,270	119,555,517	1,842,753
OFFICE OF ALCOHOL AND DRUG ABUSE	7-3-12	20,063,339	19,913,881	149,458
CHILD SUPPORT SERVICES	7-4-1	39,889,326	39,889,326	-
HEALTH CARE COSTS	7-5-2	135,628,083	120,628,083	15,000,000
HUMAN SERVICES SYSTEM:				
ADMINISTRATIVE CLAIM	7-6-2	297,664,713	286,197,963	11,466,750
SUBSISTENCE PAYMENTS	7-6-23	434,096,671	412,619,746	21,476,925
AID TO INDIGENTS	7-6-63	1,275,123	330,986	944,137
PUBLIC HEALTH:				
PUBLIC HEALTH	7-8-1	73,360,369	72,715,647	644,722
CALIFORNIA CHILDREN'S SERVICES	7-8-31	10,723,433	9,185,392	1,538,041
INDIGENT AMBULANCE	7-8-42	472,501	-	472,501
VETERANS AFFAIRS	7-9-1	1,130,068	257,018	873,050
TOTAL GENERAL FUND		<u>1,143,849,098</u>	<u>1,089,440,761</u>	<u>54,408,337</u>
<u>SPECIAL REVENUE FUNDS</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
AGING AND ADULT SERVICES:				
AGING PROGRAMS	7-1-11	-	-	-
ARROWHEAD REGIONAL MEDICAL CENTER:				
TELEMEDICINE FEDERAL GRANT FUND	7-2-40	-	-	-
TOBACCO TAX	7-2-43	4,848,614	4,041,359	807,255
BEHAVIORAL HEALTH :				
SPECIAL PATIENT ACCOUNT	7-3-19	3,800	3,800	-
HUMAN SERVICES SYSTEM:				
PROPOSITION 36	7-6-66	8,126,208	5,852,721	2,273,487
AB212	7-6-70	612,000	612,000	-
PRESCHOOL SERVICES	7-7-1	37,534,164	37,534,164	-
PUBLIC HEALTH:				
CAJON PASS	7-8-45	111,098	81,800	29,298
TOTAL SPECIAL REVENUE FUNDS		<u>51,235,884</u>	<u>48,125,844</u>	<u>3,110,040</u>
<u>ENTERPRISE FUND</u>				
		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
ARROWHEAD REGIONAL MEDICAL CENTER	7-2-1	274,951,021	264,488,675	-
<u>OTHER AGENCY FUND</u>				
	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
IN-HOME SUPPORTIVE SERVICES	8-1-1	6,738,893	6,738,893	-

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES (DAAS)
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (AAF OOA)

I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit AAF OOA SBG*)
- Title IIIE – Special programs for aging families in a caregiver relationship, which provide case management, transportation, assisted transportation, counseling, caregiver training, respite adult care, respite skilled nursing, home safety devices, assistance devices, and minor home modification services (*Budget Unit AAF OOA SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit AAF OOA SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors age 60 and over. (*Budget Unit AAF OOA SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit AAF OOA SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit AAF OOA SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit AAF OOA SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit AAF OOA SBG*)
- Medi-Cal Administrative Activities (MAA) - Administrative activities necessary for the proper and efficient administration of the Medi-Cal program. (*Budget Unit AAF OOA SBG*)
- Targeted Case Management (TCM) - Case management services that assist Medi-Cal eligible individuals within a specific target group to gain access to needed medical, social, educational and other services. (*Budget Unit AAF OOA SYW*)

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation		8,874,173	8,688,389	8,147,202
Total Revenue		7,900,036	8,022,716	8,147,202
Local Cost	-	974,137	665,673	-
Budgeted Staffing		111.9		101.1
<u>Workload Indicators</u>				
Senior Employment Enrollees		127	158	127
Meals Served		1,182,749	1,055,218	1,050,206
Sr Home & Health Care clients		345	325	295
Community Based Svcs clients		1,300	1,300	1,240
Information & Assistance contacts		41,958	38,776	35,010

In the 2002-03 final budget book, the budgeted workload indicator for 2002-03 for the Senior Employment Enrollees was incorrectly recorded as 197. The corrected number is 127 as indicated in the budget and workload history.

In 2002-03 one-time local cost of \$974,137 was required to supplement traditional funding due to stagnation of funding streams and to fund nutrition contracts at current levels. During the year, the department has realigned staff and made other necessary adjustments to reduce services and supplies in order to stay within existing funding allocations in 2003-04.

AGING AND ADULT SERVICES

Due to salary savings resulting from attrition and one-time-only funding for the Family Caregiver Program, it is estimated that DAAS will use only \$665,673 of the one-time local cost for expenditures. The remaining local cost was used to repay loans held by the discontinued special revenue funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Staffing decreased by a net 10.8 budgeted staffing in 2003-04. Changes consist of the following:

Added 3.0 budgeted staffing by transferring staff from the DPA Administrative Claim budget to the Aging budget. These positions split time between Aging and Adult services. Transferring them to the Aging budget enables the department to save administrative overhead costs (1.0 Administrative Supervisor II and 2.0 Clerk IIs).

Added 1.0 budgeted staffing for the Title III/VII programs to assist with increase workload for Family Caregiver program (Senior Information and Referral Area Representative).

Added 0.5 budgeted staffing to assist with increased workload in the Ombudsman program (Ombudsman Contractor Field Coordinator).

Deleted 12.0 budgeted staffing from the Title III/VII Programs. Four became vacant through attrition and were not replaced. (2.0 Accountant Is, 1.0 Accounting Technician, and 1.0 Fiscal Clerk II). One Senior Service Counselor was deleted because it was incorrectly budgeted in 2002-03. Three vacant Social Service Aides that were not needed as originally anticipated were deleted. Two HSS Program Specialist positions were transferred to the DPA Administrative Claim budget. Due to reduced funding in 2003-04, it will also be necessary to eliminate 2.0 additional budgeted staffing (1.0 Supervising Fiscal Clerk, 1.0 Staff Analyst I).

Deleted 1.0 vacant Clerk III from the Title XIX program that was not needed as originally anticipated.

Deleted 51.6 budgeted vacant staffing that were not filled in Title V Program due to lower contract requirements (33.75 Contract National on Aging positions, 14.25 contract CDA positions, 1.75 Contract Senior Program Representative and 1.8 Contract private sector positions).

Deleted 0.2 budgeted Social Services Practitioner in the Title XIX program due to decrease in funding.

The vacancy factor of 49.5 has been eliminated.

PROGRAM CHANGES

Due to fiscal constraints at the state level, the California Department of Aging eliminated the Senior Companion program and reduced funding for the Multi Service Senior, Health Insurance Counseling and Senior Employment programs in 2003-04, for a total reduction in funding of \$288,925. The Senior Companion program is a contracted service provided by the City of San Bernardino and will be cancelled in 2003-04. The Health Insurance Counseling is a contracted service provided by Inland Agency and will be reduced in 2003-04. Services and supplies costs are reduced to accommodate the reduction in the Multi Service Senior and Senior Employment Programs.

Two new funding sources will add to the department's revenues in 2003-04, Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA). TCM and MAA revenues are estimated at \$123,500 and \$315,000 respectively. TCM services are case management services that assist Medi-Cal eligible individuals within a specific target group gain access to needed medical, social, educational and other services. MAA activities are administrative activities necessary for the proper and efficient administration of the Medi-Cal program.

An overall decrease in expenditures is anticipated due to reduced budgeted staffing and by reductions made in services and supplies.

OTHER CHANGES

None.

AGING AND ADULT SERVICES

IV. VACANT POSITION IMPACT

The department has a total of 12.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	10.6	Slated for Deletion
Vacant Budgeted in Recruitment	<u>2.0</u>	Retain
Total Vacant	12.6	

Vacant Position Restoration Request:

The department has submitted two policy items for restoration of the 10.6 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 which would restore the department's request of 10.6 vacant budgeted positions for the Senior Employment and Ombudsman program. This restoration is being recommended because the Senior Employment program needs available positions to maintain the contractual quota and standard performance enrollment. The Ombudsman program has increased workload requirements. Both programs are 100% State and Federally funded.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Senior Employment	10.1 \$148,676 Revenue Supported	The Senior Employment program provides part-time employment training for low income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.
x	2	Ombudsman	0.5 \$13,956 Revenue Supported	This program provides Ombudsman who are independent, objective, neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. Ombudsman workers are authorized by federal and state law to receive, investigate, and resolve complaints by or on behalf of residents in long-term care facilities, skilled nursing facilities and Community Care licensed board and care homes.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary
AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

AGING AND ADULT SERVICES

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,281,515	3,787,658	(189,407)	-	3,598,251
Services and Supplies	5,570,922	5,399,509	(152,897)	-	5,246,612
Central Computer	51,186	44,797	39,489	-	84,286
Equipment	5,124	-	-	-	-
Other Charges	31,000	-	-	-	-
Transfers	<u>785,128</u>	<u>519,843</u>	<u>(60,520)</u>	<u>-</u>	<u>459,323</u>
Total Exp Authority	9,724,875	9,751,807	(363,335)	-	9,388,472
Reimbursements	(1,036,486)	(877,634)	(186,043)	-	(1,063,677)
Total Appropriation	8,688,389	8,874,173	(549,378)	-	8,324,795
<u>Revenue</u>					
Use of Money & Prop	13,455	25,000	-	-	25,000
State, Fed or Gov't Aid	7,843,705	7,845,036	424,759	-	8,269,795
Other Revenue	5,038	30,000	-	-	30,000
Other Financing Sources	<u>160,518</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	8,022,716	7,900,036	424,759	-	8,324,795
Local Cost	665,673	974,137	(974,137)	-	-
Budgeted Staffing		111.9	(10.8)	-	101.1

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: General Summary AAF OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	Vacant	I	Recommended	K
	Approved	Program	2003-04	Position	2003-04	Vacant	2003-04
	Base	Funded	Department	Impact	Proposed	Restoration	Recommended
	Budget	Adjustments	Request		Budget		Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	3,598,251	90,588	3,688,839	(162,632)	3,526,207	162,632	3,688,839
Services and Supplies	5,246,612	(137,129)	5,109,483	-	5,109,483	-	5,109,483
Central Computer	84,286	(44,796)	39,490	-	39,490	-	39,490
Equipment	-	-	-	-	-	-	-
Other Charges	-	40,000	40,000	-	40,000	-	40,000
Transfers	<u>459,323</u>	<u>(53,028)</u>	<u>406,295</u>	-	<u>406,295</u>	-	<u>406,295</u>
Total Exp Authority	9,388,472	(104,365)	9,284,107	(162,632)	9,121,475	162,632	9,284,107
Reimbursements	<u>(1,063,677)</u>	<u>(73,228)</u>	<u>(1,136,905)</u>	-	<u>(1,136,905)</u>	-	<u>(1,136,905)</u>
Total Appropriation	8,324,795	(177,593)	8,147,202	(162,632)	7,984,570	162,632	8,147,202
Revenue							
Use of Money & Prop	25,000	(25,000)	-	-	-	-	-
State, Fed or Gov't Aid	8,269,795	(437,593)	7,832,202	(162,632)	7,669,570	162,632	7,832,202
Other Revenue	30,000	285,000	315,000	-	315,000	-	315,000
Other Financing Sources	-	-	-	-	<u>-</u>	-	-
Total Revenue	8,324,795	(177,593)	8,147,202	(162,632)	7,984,570	162,632	8,147,202
Local Cost	-	-	-	-	-	-	-
Budgeted Staffing	101.1	-	101.1	(10.6)	90.5	10.6	101.1

AGING AND ADULT SERVICES

	Base Year Adjustments	
Salaries and Benefits	104,112	MOU.
	142,664	Retirement.
	11,980	Risk Management Workers Comp.
	<u>(448,163)</u>	Decrease in budgeted staffing through attrition and staff reduction.
	<u>(189,407)</u>	
Services and Supplies	2,535	Risk Management Liabilities.
	22,000	Increase in services for Targeted Case Management program. Board agenda item dated April 22, 2003.
	(63,105)	Decrease in professional services for Multi Services Senior program service provider payments.
	(114,327)	Decrease in professional services for Community Base Services program service provider payments.
	<u>(152,897)</u>	
Central Computer	<u>39,489</u>	
Transfers	479	Incremental change in EHAP.
	101,500	Increase for Targeted Case Management Program. Board agenda item dated April 22, 2003.
	(100,241)	Decrease for DPA salaries.
	<u>(62,258)</u>	Decrease for Public Health nurse salaries.
	<u>(60,520)</u>	
Reimbursements	(38,043)	Increase for Case Manager in MSSP working part time in In-Home Supportive Service Program.
	<u>(148,000)</u>	Increase for supplemental funding for nutrition program.
	<u>(186,043)</u>	
Total Appropriation	<u>(549,378)</u>	
Total Revenue	<u>424,759</u>	Two new funding sources from TCM & MAA.
Local Cost	<u>(974,137)</u>	

AGING AND ADULT SERVICES

Recommended Program Funded Adjustments		
Salaries and Benefits	30,569	Salary transfers between the Aging programs will be processed through payroll reimbursements. In 2002-03 this was processed as transfers.
	60,019	Per diem ordinance increase.
	<u>90,588</u>	
Services and Supplies	(26,644)	Decrease in advertising expenditures.
	(19,500)	Decrease in non-inventoriable and inventoriable equipment purchase expenditures.
	(17,148)	Decrease in communication expenditures.
	(73,837)	Over budgeted 2002-03 professional services expenditures due to the actual awarding of contracts for Family Caregiver Program.
	<u>(137,129)</u>	
Central Computer	<u>(44,796)</u>	
Other Charges	40,000	Emergency assistance for Family Caregiver Program.
Transfers	(30,569)	Salary transfers between the aging programs will be processed in payroll reimbursements.
	(22,459)	Decrease due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(53,028)</u>	
Reimbursements	32,635	Decrease in transfers in from Adult Service budget.
	(60,481)	Increase county match for the Family Caregiver Program for the full year funding of program.
	(45,382)	Increase due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04.
	<u>(73,228)</u>	
Total Appropriation	<u>(177,593)</u>	
Revenue		
State, Fed or Gov't Aid	(25,000)	Decrease in interest earned.
	(126,861)	Decrease in state funding for Senior Companion & Health Insurance Counseling Program and administrative costs associated with programs.
	(11,185)	Decrease in federal and state funding for Senior Employment 502E Program
	(187,449)	Decrease in federal funding for the Multi Service Senior Program.
	(112,098)	Decrease due to over estimating anticipated revenue for 2002-03 in the Senior Employment and Community Base Programs.
	285,000	Increase in federal funding for Medical Administrative activities for 2002-03 and 2003-04.
	<u>(177,593)</u>	
Total Revenue	<u>(177,593)</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment	32	10.6	162,632	162,632	-
Vacant Budgeted in Recruitment	2	2.0	96,996	96,996	-
Total Vacant	34	12.6	259,628	259,628	-
Recommended Restoration of Vacant Deleted	32	10.6	162,632	162,632	-

AGING AND ADULT SERVICES

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted Not In Recruitment</u>					
<i>Note: If position is seasonal indicate next to Classification (Seasonal - May through August)</i>					
Contracted Ombudsman	76500	(.5)	(13,956)	(13,956)	-
Contracted Nat Counsel on Aging	21031	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21058	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21059	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21060	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21062	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21064	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21066	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21071	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21072	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21073	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21074	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21075	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21077	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21078	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21080	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21082	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21083	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21084	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21086	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21088	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21089	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21090	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21092	(.31)	(4,576)	(4,576)	-
Contracted Nat Counsel on Aging	21094	(.44)	(6,416)	(6,416)	-
Contracted CDA	21259	(.33)	(4,766)	(4,766)	-
Contracted CDA	21262	(.33)	(4,766)	(4,766)	-
Contracted CDA	21266	(.38)	(5,496)	(5,496)	-
Contracted CDA	21270	(.38)	(5,496)	(5,496)	-
Contracted CDA	21271	(.38)	(5,496)	(5,496)	-
Contracted CDA	21273	(.38)	(5,496)	(5,496)	-
Contracted CDA	21275	(.38)	(5,496)	(5,496)	-
Subtotal Recommended - Retain		(10.6)	(162,632)	(162,632)	-
Total Slated for Deletion		(10.6)	(162,632)	(162,632)	
<u>Vacant Budgeted In Recruitment - Retain</u>					
Senior Information & Referral	3556	1.0	48,498	48,498	-
Senior Information & Referral	3558	1.0	48,498	48,498	-
Total in Recruitment Retain		2.0	96,996	96,996	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

AGING AND ADULT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DAAS/Human Services System Budget Code: AAF OOA SBBTitle: Restore Vacant Budgeted Positions in Senior Employment ProgramPRIORITY: Rank 1 of 2 FUNDING: Full Year ☒ Other ☐ _____ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The department is requesting restoration of a total of 10.1 budgeted vacant contract positions (31 authorized) for the Senior Employment Program. The Senior Employment Program provides part-time employment training for low-income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.

The expected enrollment period for participants is six months or less. Some participants obtain unsubsidized jobs and exist the program quickly, while others take longer. In addition, participants self-terminate from the program for a number of reasons. The department continuously enrolls new clients in order to maintain its contractual quota of 76 enrollees for the National Council on Aging (NCOA) and 50 enrollees for the California Department on Aging (CDA).

The department's performance standard is 140% of enrollment. This means that during the fiscal year, the department must enroll a total of 106 participants for NCOA ($140\% \times 76 = 106$), and 70 participants ($140\% \times 50$) for CDA.

In the 2002-03 program year-to-date, 108 and 83 participants for NCOA and CDA, respectively, have been enrolled in the program. This indicates the high turnover rate the department experiences in this program and the need for available vacant positions. If the number of enrollees is not kept at contractual levels, there is the potential to lose funding of \$900,000.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 148,876	\$ 148,876

CLASSIFICATIONS

Budgeted Staff	Title	Amount
7.5	Contract Nat Council on Aging	111,664
2.5	Contract CDA	37,012

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 148,876 \$ 148,876

REVENUE (specify source)

California Department on Aging, Title V

37,012 37,012

National Council on Aging

111,664 111,664

Total: \$ 148,676 \$ 148,676

LOCAL COST \$ 0 \$ 0

AGING AND ADULT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DAAS/Human Services System Budget Code: AAF OOA SBG
 Title: Restore Vacant Budgeted Position in Ombudsman Program

PRIORITY: Rank 2 of 2 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The department is requesting restoration of 0.5 vacant contract budgeted position for the Ombudsman program. The incumbent retired in March 2003 and the department did not begin the recruitment process before April 1, 2003. It is anticipated the position will be filled before June 30, 2003. This position is 100% federal and state funded. There is not local cost.

		2003-04	Ongoing 2004-05
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		\$ 13,956	\$ 13,956
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
0.5	Contract Ombudsman	13,956	
_____	_____	_____	
_____	_____	_____	
Services & Supplies		_____	_____
Other (specify) _____		_____	_____
Equipment		_____	_____
FIXED ASSETS			
<u>Item</u>		<u>Amount</u>	
_____		_____	
_____		_____	
_____		_____	
Reimbursements (specify) _____		_____	_____
Total:		\$ 13,956	\$ 13,956
REVENUE (specify source)			
<u>California Department on Aging, Title III/VII</u>		13,956	13,956
_____		_____	_____
_____		_____	_____
Total:		\$ 13,956	\$ 13,956
LOCAL COST		\$ 0	\$ 0

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES
DIRECTOR: MARY SAWICKI
BUDGET UNIT: AGING PROGRAMS (SBB OOA, SBG OOA, SYA OOA, SYW OOA)

I. GENERAL PROGRAM STATEMENT

The aging programs are predominately funded by several federal and state sources and are budgeted in budget units SBB, SBG, SYA, and SYW as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors. (*Budget Unit SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit SBG*)
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit SBG*)

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	7,580,716	160,518	160,518	-
Total Revenue	7,617,717	-	-	-
Fund Balance	(37,001)	160,518	160,518	-
Budgeted Staffing		-		-

Workload Indicators

Senior Employment Enrollees	163
Meals Served	1,137,831
Sr Home & Health Care clients	380
Community Based Svcs clients	1,284
Information & Assistance contacts	34,513

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

For 2002-03, the Board of Supervisors approved the establishment of specialized general fund AAF OOA for the Aging programs. On June 30, 2002, the combined fund balances in special revenue funds SBB, SBG, SYA, and SYW totaled \$160,518 and was transferred into the new AAF OOA general fund budget unit.

AGING AND ADULT SERVICES

The movement of the Aging programs from special revenue funds to the general fund has eliminate the consistent cash flow problems experienced as a result of the state reimbursement process. Due to long delays in state reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. The department is current in its payments to service providers and ensuring expenditures are staying within allocated funds provided.

OTHER CHANGES

The \$160,518 accumulated fund balances of the old special revenue funds were transferred into AAF general fund. 2002-03 is the final year of budgeting for these funds.

IV. VACANT POSITION IMPACT

None.

V. POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Aging and Adult Services
 FUND: Special Revenue Summary
 SBB OOA, SBG OOA, SYA OOA, SYW OOA

FUNCTION: Public Assistance
 ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Transfers	<u>160,518</u>	<u>160,518</u>	<u>-</u>	<u>-</u>	<u>160,518</u>
Total Appropriation	160,518	160,518	-	-	160,518
Fund Balance	160,518	160,518	-	-	160,518

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Transfers	160,518	(160,518)	-	-	-	-	-
Total Appropriation	160,518	(160,518)	-	-	-	-	-
Fund Balance	160,518	(160,518)	-	-	-	-	-

Recommended Program Funded Adjustments

Transfers	160,518	Transfers out of accumulated fund balance to AAF fund. Final year of budgeting for this fund.
Total Appropriation	160,518	
Total Revenue	-	
Fund Balance	160,518	

OVERVIEW OF BUDGET

DEPARTMENT: ARROWHEAD REGIONAL MEDICAL CENTER
DIRECTOR: MARK H. UFFER

	2003-04				
	<u>Operating Exp/ Appropriation</u>	<u>Revenue</u>	<u>Fund Balance</u>	<u>Rev Over/ (Under) Exp</u>	<u>Staffing</u>
Arrowhead Regional Medical Center	274,951,021	264,488,675		-	2,330.5
Telemedicine Federal Grant Fund	-	-	-		-
Tobacco Tax Funds	4,848,614	4,041,359	807,255		-
Total	279,799,635	268,530,034	807,255	-	2,330.5

BUDGET UNIT: ARROWHEAD REGIONAL MEDICAL CENTER (EAD MCR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center (ARMC) provides inpatient and outpatient medical care to county residents in accordance with state law. The medical center operates through an enterprise fund. Under this system, revenues earned from operations are retained to fund the program.

Revenue sources for ARMC are comprised of the following: current services, Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors such as Medi-Cal and Medicare, tobacco tax funds, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below.

- The current services revenue category is comprised of:
 - Insurance revenue from third party insurance carriers paying on behalf of patients primarily receiving services from ARMC's trauma center. This revenue accounts for 14.2% of ARMC's net revenue.
 - A contract with the Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 7.5% of ARMC's net revenue.
 - Self-pay revenue consists of payments from patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 2.2% of ARMC's net revenue.
- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (reflected in the Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in the HCC budget unit as current services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget in the state and federal category. The level of the county's contribution is set during the year by the state. As a result, the amounts in the HCC budget only represent estimates of the funds that will be needed to support the transfers, which take place during the coming fiscal year. In a similar fashion, this budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:
 - The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses minimum percentage of its revenues to provide health care to Medi-Cal and uninsured patients. This accounts for approximately 11.3% of ARMC's net revenue.

ARROWHEAD REGIONAL MEDICAL CENTER

- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital. This accounts for approximately 12.4% of ARMC's net revenue.

The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also teaching facilities. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year. This accounts for approximately 1.0% of ARMC's net revenue.

- Medicare is a federal insurance program for people over the age of 65 and it accounts for 9.8% of ARMC's net revenue.
- Medi-Cal fee for service is a state run insurance program that covers medical bills for low-income patients and accounts for 23.4% of ARMC's net revenue.
- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan and it covers medical costs for low-income patients under an HMO type structure and it accounts for 4% of ARMC's net revenue.
- Tobacco Tax funds are allocated by the state to partially reimburse hospitals for uncompensated medical care and they account for 1.2% of ARMC's net revenue.
- Other revenue is primarily cafeteria sales, reimbursements from contracted physicians for office space, and payment from Riverside Regional County Medical Center (RRCMC) for services provided by ARMC's medical residents assigned to RRCMC. This revenue accounts for 1.4% of ARMC's net revenue.
- Health Realignment is a portion of the vehicle license fees and sales tax collected by the state and distributed to counties to cover the cost of indigent health care. It accounts for 11.6% of ARMC's net revenue.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	235,044,213	244,992,195	249,790,483	274,951,021
Total Financing Sources	231,496,839	246,621,803	251,746,796	264,488,675
Budgeted Staffing		2,290.3		2,330.5
Fixed Assets	1,541,483	1,629,608	1,381,052	1,537,654
<u>Workload Indicators</u>				
Aver. Daily Inpatient Census ARMC	246	246	249	249
Aver. Daily Inpatient Census DBH	58	59	56	56
Emergency Room Visits	60,490	63,000	64,421	65,000
Outpatient Clinic Visits	210,057	208,000	214,505	215,000

Salaries and benefits were higher than budgeted in 2002-03 due to increased staff in the inpatient units to better monitor difficult patients, which amounted to \$0.9 million, and additional personnel required in the emergency room, which amounted to \$1.5 million. Services and supplies were up due to higher utility usage and costs, increased security measures as recommended by the Sheriff's Department to better monitor the facility, increased medical supply costs due to increased drug costs and an increase in the number of prescriptions written, and increased costs to maintain the Medical Center's mechanical systems.

ARROWHEAD REGIONAL MEDICAL CENTER

Other revenue increased due to payment received from Riverside Regional County Medical Center (RRCMC) for ARMC's residents who rotate there for additional training.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall budgeted staffing increased by 40.2 positions. The base year adjustments reflect salary and benefit cost increases of \$11.9 million due to labor negotiations, retirement costs, and workers' compensation rate increases. Within mid-year adjustments budgeted staffing is decreased 1.0 position as a result of eliminating a Radiology Assistant Manager, since these duties have been assumed by other personnel.

Within the program-funded adjustments, staffing was increased by 41.2 positions or 2%. This is the result of five factors: the need for increased personnel (19.0) in the emergency department to address volume increases that were not addressed in previous years; the need for staff (43.0) on the nursing floors and at the Behavioral Health Unit to meet restraint regulations and better monitor disturbed/suicidal patients; a decrease in security personnel (13.0) as their services are now incorporated into the external security contract; the deletion of personnel (6.8) as a result of "The Right from the Start" (Proposition 10) program ending on June 30, 2003, and an accounting change requiring the Human Resources Officer (1.0) to be budgeted as a transfer out to reflect reimbursement for services provided by a Human Resources Department employee.

Other changes include: the addition of 1.0 Lactation Specialist to provide education for new mothers and 1.0 Public Service Employee (PSE) to accommodate the Community Options Program, and the deletion of 2.0 Custodians as their duties were reassigned to other personnel.

Also reflected is an increase of approximately \$0.8 million for the new Per Diem Nurse rate to be competitive with other area hospitals with the goal of reducing overtime, maintaining staffing ratios and providing proper patient care; an increase of approximately \$0.5 million for an underestimation of double time pay to Per Diem Nurses and other patient care personnel and an increase of approximately \$0.3 million for the elimination of the vacancy factor.

PROGRAM CHANGES

Within program funded adjustments, services and supplies is increasing from \$113,732,058 to \$117,066,033, a net increase of \$3,333,975. This increase is related to several changes with the most significant explained below:

- ❖ Based on experience on 2002-03:
 - Medical supplies cost is expected to increase \$1.1 million as a result of volume increases and the expiration of a lawsuit that previously provided ARMC with free drugs that now have to be purchased in the market.
 - Utility costs are rising by approximately \$0.5 million due to higher electricity usage and water charges that resulted from well water problems.
 - Temporary help cost is increasing by approximately \$0.4 million to account for vacant positions.
 - Professional services increases of approximately \$0.8 million are due to higher usage/costs related to kidney dialysis services, outside lab services, outside legal services, and payments to other hospitals for managed care patients assigned to ARMC.
 - Other contracts are increasing by approximately \$1.0 million due to a projected increase in maintenance cost as the equipment becomes aged and requires more upkeep, and laundry services for volume increases and lost linen replacement.
- ❖ Inflation, related primarily to medical supplies (approximately 3%), is projected to increase by approximately \$1.3 million.
- ❖ Overall Insurance premiums are increasing by approximately \$0.6 million, with Malpractice Insurance making up most of the hike.

ARROWHEAD REGIONAL MEDICAL CENTER

These increases are partially offset by cost decreases of \$2.4 million with the elimination of Arrowhead Health Administrators, the closure of the Colton Clinic, elimination of expenses previously supported by Proposition 10 revenues, and EHAP and leases expenses now being recorded as transfers.

Within the program-funded adjustments, revenue is increasing from \$221,289,803 to \$233,338,675 for a net increase of \$12,048,872. This increase is comprised of a number of substantial changes.

- ❖ The current services revenue category will increase by a net \$1.7 million. This will result from the following:
 - ARMC will increase fees, raising revenues by approximately \$5.0 million. These increases reflect growing operational costs and are consistent with fee schedules of other area hospitals.
 - Since the Medical Center continues to operate nearer full capacity, fewer insured patients can be accommodated. This situation is projected to reduce revenues by approximately \$4.0 million.
 - Enhanced collection efforts are projected to increase Private Pay revenues by approximately \$700,000.
- ❖ The state and federal revenue category will increase by a net \$10.0 million. This will result from the following:
 - Tobacco Tax revenues, distributed by a statutory allocation formula, are projected to decrease by approximately \$0.8 million based on receipt trends.
 - Proposition 10 revenue will decrease by approximately \$1.4 million as a result of "The Right from the Start" grant ending on June 30, 2003.
 - Medicare revenue is projected to increase by approximately \$3.9 million for an additional payment (commonly referred as exception payment) to offset the cost of building the new facility. These federal funds are available to help offset ARMC construction costs since the new facility enhances service to Medicare patients; funds are anticipated annually through 2009.
 - Medi-Cal revenue is projected to increase by approximately \$1.9 million as the result of an expected rate increase.
 - Projected receipt of Medi-Cal managed care funding via Inland Empire Health Plan has been decreased by approximately \$1.9 million to reflect member growth at a slower rate than previously anticipated.
 - SB 855 funding is expected to decline by approximately \$4.7 million as result of reductions in federal funding (commonly referred to as the "Federal Cliff") and increased state administrative fees.
 - SB 1255 funds are projected to increase by approximately \$13.0 million. (As in past years, the amount of funding ultimately received is not identified until late in the fiscal year.)
- ❖ Other revenue increased as a result of assigning medical resident staff to Riverside Regional County Medical Center and getting reimbursement for their services.

Within mid-year adjustments, the Board approved several contracts due to renewals or replacements of old contracts that decreased services and supplies by \$1.1 million and increased revenues by \$5.5 million. The revenue increased is primarily due to additional Behavioral Health revenues as a result of a rate increase to realign revenues with expenses.

OTHER CHANGES

Due to an accounting change, lease expenses, EHAP charges, and a Human Resources Officer salaries are now recorded as transfers. Also reflected in transfers is an increase of \$3,391 related to Human Resources support for services provided by HR's Employee Relations Division.

Operating transfers out and offsetting use of realignment funding decreased by \$230,000 now that site reuse work at the former Medical Center site has been completed by the Architecture & Engineering Department. Projected operating transfers in also reflect the allocation of \$600,000 of one-time trauma funds to be received from the state.

ARROWHEAD REGIONAL MEDICAL CENTER

Other charges and capital lease equipment decreased primarily due to not renewing several capital leases. This decreased was partially offset by an increase in equipment purchases needed to buy out Radiology leases and additional Meditech servers.

IV. VACANT POSITION IMPACT

The department has a total of 302.6 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	206.6	Slated for Deletion
Vacant Budgeted In Recruitment	<u>96.0</u>	Retain
Total Vacant	302.6	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 206.1 (out of the total 206.6) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, and portions of 2 and 4 which would restore the department's request of 125.1 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 394 and several regulatory agencies and are required to provide quality patient care. Failure to demonstrate compliance with not only staff ratios, but all regulatory requirements could result in potential penalties and/or removal of licensure, as well as closure. The County Administrative Office also acknowledges that a number of the positions not being recommended provide indirect service to patients (primarily by supporting front line health care professionals) and generate revenue (e.g. by processing billing). Through the ARMC Director's budget presentation, the Board will receive additional information regarding the Medical Center's request for broader restoration of positions through the budget process.

The vacant budgeted positions requested in Policy Items #1, 2 and 4 totaled 133.8. However, the department failed to request position numbers for 8.7 budgeted positions that were approved during previous budget cycles; therefore; the County Administrative Office (CAO) does not recommend restoring those positions as they have been vacant for at least one year.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Nursing and Patient Care	87.62 \$5,205,469 Revenue Supported	Nurses provide direct patient care in all areas of the hospital such as the trauma unit, the burn care unit, and the behavioral health/psychiatric units. The County Administrative Office is recommending restoring all 87.62 positions since there is a mandated minimum nurse to patient staffing ratios of 1:1 in trauma unit and 1:6 in behavioral health/psychiatric units.
x	2	Patient Support Services	38.09 \$1,986,318 Revenue Supported	Patient support staff provide direct patient care and assistance to medical staff. Some of the services provided under this umbrella include physical, occupational, and speech therapy, laboratory services, and ultrasound services. The County Administrative Office is recommending restoring 32.5 positions totaling \$1,741,403 since there is a mandated staff to patient ratio. The other 5.6 positions were prior year's positions that were never requested to be filled.

ARROWHEAD REGIONAL MEDICAL CENTER

CAO Rec	Item	Program	Budgeted Staff	Program Description
	3	Ward Clerks	11.9 \$366,455 Revenue Supported	Ward Clerks provide critical support to all medical staff. Duties include inputting physician's orders (e.g. laboratory testing, nutritional assessment, and prescription orders.)
x	4	Nutritional Services	8.1 \$302,657 Revenue Supported	Nutritional Services prepares patient meals as well as operates the hospital cafeteria for visitors and staff on three shifts, 24/7. Service levels must comply with mandates and inspection criteria. The County Administrative Office is recommending restoring 5.0 positions totaling \$200,627 since there is a mandated staff to patient ratio. The other 3.1 positions were prior year's positions that were never requested to be filled.
	5	Billing Coders	4.59 \$236,746 Revenue Supported	Coders are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. Furthermore, penalties are imposed if data is not input timely and accurately.
	6	Information Services	6.0 \$368,274 Revenue Supported	Information Systems is enhancing/updating modules of the Meditech system (hospital Information system). The additional modules require staff to support the 24/7 operation including nights and holidays.
	7	Environmental Services	8.0 \$301,728 Revenue Supported	Environmental services staff maintain hospital cleanliness (in accordance with prescribed standards) and ensure proper supply availability in patient care areas.
	8	Facilities Management	1.0 \$61,685 Revenue Supported	Facilities management maintains the hospital's infrastructure including heating and air conditioning units. Staff also monitor the telemetry equipment and maintain life support equipment.
	9	Clerical Support	36.75 \$1,394,525 Revenue Supported	Clerical staff support patient services departments and staff with tasks including opening and closing patient accounts, processing patients, and ensuring that proper billing paperwork is completed.
	10	Compliance and Ethics	1.0 \$78,729 Revenue Supported	Compliance unit is essential to ensure that the hospital meets all regulatory compliance issues. Duties include maintaining the ethics hotline and provide mandatory staff ethics training at time of hire and annually as required by the Office of Inspector General.
	11	Security	3.0 \$108,164 Revenue Supported	Through constant monitoring of the facility and responding to emergency situations, Security staff safeguards patients, visitors, and ARMC employees.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

The Medical Center is currently preparing an agenda item to request Board of Supervisors approval for its existing fee schedule.

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Salaries and Benefits	123,220,887	120,773,138	11,882,079	(4,150)	132,651,067
Services and Supplies	117,163,864	114,838,886	-	(1,106,828)	113,732,058
Central Computer	893,981	893,981	-	-	893,981
Other Charges	35,089	78,545	-	-	78,545
Transfers	<u>246,662</u>	<u>177,645</u>	<u>-</u>	<u>-</u>	<u>177,645</u>
Total Exp Authority	241,560,483	236,762,195	11,882,079	(1,110,978)	247,533,296
Depreciation	-	-	-	-	-
Operating Transfers Out	8,230,000	8,230,000	-	-	8,230,000
Total Operating Expense	249,790,483	244,992,195	11,882,079	(1,110,978)	255,763,296
<u>Revenue</u>					
Current Services	59,617,400	55,578,700	-	6,000,000	61,578,700
State, Fed or Gov't Aid	159,113,478	157,471,006	-	(552,000)	156,919,006
Other Revenue	<u>3,428,872</u>	<u>2,792,097</u>	<u>-</u>	<u>-</u>	<u>2,792,097</u>
Total Revenue	222,159,750	215,841,803	-	5,448,000	221,289,803
Operating Transfers In	<u>29,587,046</u>	<u>30,780,000</u>	<u>-</u>	<u>-</u>	<u>30,780,000</u>
Total Financing Sources	251,746,796	246,621,803	-	5,448,000	252,069,803
Budgeted Staffing		2,290.3	-	(1.0)	2,289.3
<u>Fixed Asset</u>					
Fixed Asset Equipment	1,000,000	1,000,000	-	-	1,000,000
Capital Lease Equipment	<u>381,052</u>	<u>629,608</u>	<u>-</u>	<u>-</u>	<u>629,608</u>
Total Fixed Asset	1,381,052	1,629,608	-	-	1,629,608

GROUP: Human Services System
 DEPARTMENT: Arrowhead Regional Medical Center
 FUND: Enterprise EAD MCR

FUNCTION: Health and Sanitation
 ACTIVITY: County Medical Center

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	132,651,067	3,474,434	136,125,501	(10,427,967)	125,697,534	7,147,499	132,845,033
Services and Supplies	113,732,058	3,333,975	117,066,033	-	117,066,033	-	117,066,033
Central Computer	893,981	(276,943)	617,038	-	617,038	-	617,038
Other Charges	78,545	(68,425)	10,120	-	10,120	-	10,120
Transfers	177,645	954,684	1,132,329	-	1,132,329	-	1,132,329
Total Appropriation	247,533,296	7,417,725	254,951,021	(10,427,967)	244,523,054	7,147,499	251,670,553
Depreciation	-	12,000,000	12,000,000	-	12,000,000	-	12,000,000
Operating Transfer Out	8,230,000	(230,000)	8,000,000	-	8,000,000	-	8,000,000
Total Operating Expense	255,763,296	19,187,725	274,951,021	(10,427,967)	264,523,054	7,147,499	271,670,553
<u>Revenue</u>							
Current Services	61,578,700	1,738,700	63,317,400	(2,919,831)	60,397,569	2,001,300	62,398,869
State, Fed or Gov't Aid	156,919,006	10,012,478	166,931,484	(7,508,136)	159,423,348	5,146,199	164,569,547
Other Revenue	2,792,097	297,694	3,089,791	-	3,089,791	-	3,089,791
Total Revenue	221,289,803	12,048,872	233,338,675	(10,427,967)	222,910,708	7,147,499	230,058,207
Operating Transfers In	30,780,000	370,000	31,150,000	-	31,150,000	-	31,150,000
Total Financing Sources	252,069,803	12,418,872	264,488,675	(10,427,967)	254,060,708	7,147,499	261,208,207
Budgeted Staffing	2,289.3	41.2	2,330.5	(206.6)	2,123.9	125.1	2,249.0
<u>Fixed Asset Exp</u>							
Fixed Asset Equipment	1,000,000	250,000	1,250,000	-	1,250,000	-	1,250,000
Capital Lease Equipment	629,608	(341,954)	287,654	-	287,654	-	287,654
Total Fixed Asset Exp	1,629,608	(91,954)	1,537,654	-	1,537,654	-	1,537,654

ARROWHEAD REGIONAL MEDICAL CENTER

Base Year Adjustments

Salaries and Benefits	4,779,330	MOU.
	5,967,240	Retirement.
	<u>1,135,509</u>	Risk Management Workers Comp.
	<u>11,882,079</u>	
Total Appropriation	<u>11,882,079</u>	
Total Revenue	<u>-</u>	

Mid-Year Adjustment

Salaries and Benefits	20,696	Approved by the Board on December 17, 2002 - upgraded the Compliance Officer contract.
	34,772	Approved by the Board on December 17, 2002 - upgraded the Business & Marketing Director.
	2,223	Approved by the Board on January 28, 2003 - reclassified a Licensed Vocational Nurse (LVN) II to LVN III.
	3,522	Approved by the Board on February 11, 2003 - upgraded an Ultrasound Technician I to a Ultrasound Technician II.
	<u>(65,363)</u>	Approved by the Board on February 11, 2003 - deleted 1.0 Radiology Assistant Manager.
	<u>(4,150)</u>	
Services and Supplies	(506,368)	Approved by the Board on June 25, 2002 - reduced contract with Institutional Pharmacy Services Inc. related to operation of the inpatient and outpatient Pharmacy.
	(2,130,388)	Approved by the Board on October 2, 2002 - decreased contracts with various Physicians that provide services at the hospital.
	(166,000)	Approved by the Board on October 29, 2002 - Radiation contract reduction for oncology services.
	524,000	Approved by the Board on November 19, 2002 - increased the contract with the California Emergency Physicians.
	156,000	Approved by the Board on December 3, 2002 - state mandated newborn screening tests of all babies delivered at ARMC.
	121,668	Approved by the Board on December 17, 2002 - new contract with Clinica Del Sol to replace Medical Personal Management contract to provide medical services to medically indigent adults.
	15,842	Approved by the Board on February 4, 2003 - increased contract with Wound Management for wound consulting services.
	808,471	Approved by the Board on February 25, 2003 - increased contract with AKAL for security services.
	69,947	Approved by the Board on March 25, 2003 - contract with 3M Corp. for unlimited software license used to maintain patient census data.
	<u>(1,106,828)</u>	
Subtotal Mid Year Operating Expense	<u>(1,110,978)</u>	
Revenue		
Current Services	6,000,000	Approved by the Board on March 4, 2003 - Increased Behavioral Health contract for inpatient psychiatric services.
State, Fed or Gov't Aid	(552,000)	Approved by the Board on October 22, 2002 - decreased managed care contract with Inland Empire Health Plan.
Subtotal Mid-Year Revenue	<u>5,448,000</u>	

ARROWHEAD REGIONAL MEDICAL CENTER

Recommended Program Funded Adjustments		
Salaries and Benefits	1,468,514	Additional 19.0 positions for the emergency room.
	824,531	Per diem ordinance increase.
	(462,925)	Delete 6.75 positions related to "The Right From The Start" Program.
	1,353,897	Add 43.0 positions to nursing and ARMC Behavioral Health unit to act as patients' observers.
	(466,963)	Delete 10.0 Security Technician I's and 3.0 Security technician II's.
	72,011	Add 1.0 Lactation Specialist for Doula services.
	17,631	Add 1.0 PSE to accommodate Community Options personnel.
	(69,202)	Delete 2.0 Custodian II's.
	(89,909)	Delete 1.0 Human Resources Officer now recorded as transfer out.
	468,981	Increase special earnings (paid holiday) underestimated in prior year.
	357,868	Eliminate vacancy factor.
	<u>3,474,434</u>	
Services and Supplies	(310,627)	Elimination of Arrowhead Health Administrators.
	(210,000)	Closure of Colton Clinic.
	450,600	Increased electricity usage and increased water charges with well water problems.
	(427,979)	GASB 34 Accounting Change (EHAP).
	(430,149)	GASB 34 Accounting Change - rent expense now budgeted in transfers.
	577,825	Increased overall insurance costs per Risk Management.
	391,000	Additional temporary help to fill vacant positions.
	1,312,100	Inflation primarily in medical supplies (\$1,181,000).
	(927,677)	The "Right From The Start" grant from the First Family Commission ended June 30, 2003.
	809,000	Increase in professional services due to volume increases in Kidney Dialysis (\$123K), legal services (\$100K), outside labs (\$145K), payments to other hospitals for managed care patients assigned to ARMC (\$422K), and net changes to all other contracts (\$19K).
	288,500	Increased costs related to laundry services due to volume increase and lost linen replacement.
	1,076,000	Increase volume of prescriptions and expiration of free drug distribution from lawsuit settlement.
	683,500	Increased maintenance costs on equipment.
	51,882	Net increase for all other services and supplies.
	<u>3,333,975</u>	
Central Computer	<u>(276,943)</u>	
Other Charges	<u>(68,425)</u>	Reduction in lease payments.
Transfers	93,300	Additional HRO I and part of HR Chief.
	397,067	GASB 34 Accounting Change (EHAP).
	464,317	GASB 34 Accounting Change - rent leases previously budgeted as services and supplies.
	<u>954,684</u>	
Total Expenditure Authority	<u>7,417,725</u>	
Depreciation	12,000,000	Accounting adjustment to record depreciation as an operating expense.
Operating Transfers Out	<u>(230,000)</u>	Decrease in Architecture & Engineering site reuse fees.
Total Operating Expense	<u>19,187,725</u>	
Current Services	738,700	Increased private pay revenue because of enhanced collection effort.
	1,000,000	Net changes - decreased insurance revenue because of decline in volume plus increased revenue due to a fee increase of 10%.
	<u>1,738,700</u>	
State, Fed or Gov't Aid	(1,390,602)	The "Right From The Start" grant ends on June 30, 2003.
	(810,899)	Reduction in Tobacco Tax revenue.
	(1,852,500)	Reduction in IEHP and Health Net Managed Care volume growth (\$1.3M), IEHP Indigent Fund (\$120K), IEHP Risk Pool (\$54K), and IEHP claims paid on behalf of other hospitals.
	(4,751,003)	Reduction in SB 855 revenue because of federal cliff (legislation) and additional state administrative fee.
	1,941,000	Increase Medi-Cal due to rate increase.
	12,984,203	Increase in SB 1255 payments from the state.
	3,892,279	Increased Medicare inpatient revenue from additional exception payment.
	<u>10,012,478</u>	
Other Revenue	<u>297,694</u>	Various increases and decreases in other revenue.
Total Revenue	<u>12,048,872</u>	
Operating Transfers In	<u>370,000</u>	Decrease in realignment (\$230,000) and increase in trauma revenue.
Total Financing Sources	<u>12,418,872</u>	
Fixed Assets	250,000	Increased capital costs to buy out Radiology leases and buy additional Meditech servers.
	(341,954)	Reduction in lease payments.
	<u>(91,954)</u>	

ARROWHEAD REGIONAL MEDICAL CENTER

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Vacant Budgeted Not In Recruitment - Delete	488.0	206.6	10,427,967	10,427,967	-
Vacant Budgeted In Recruitment - Retain	218.0	96.0	5,613,201	5,613,201	-
Total Vacant	706.0	302.6	16,041,168	16,041,168	-
Recommended Restoration of Vacant Deleted	370.0	125.1	7,147,499	7,147,499	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Accredited Records Technician</i>	00007535	(1.1)	(55,747)	(55,747)	-
<i>Accredited Records Technician</i>	00077485	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077488	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077489	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077490	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077491	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077492	(0.5)	(25,532)	(25,532)	-
<i>Accredited Records Technician</i>	00077493	(0.5)	(27,807)	(27,807)	-
<i>Automated Systems Technician</i>	LY301066	(1.0)	(46,519)	(46,519)	-
<i>Automated Systems Technician</i>	N000331	(1.0)	(46,519)	(46,519)	-
<i>Automated Systems Technician</i>	N000332	(1.0)	(46,519)	(46,519)	-
<i>Automated Systems Technician</i>	N000333	(1.0)	(46,519)	(46,519)	-
<i>Business Applications Manager</i>	00075997	(0.5)	(46,434)	(46,434)	-
<i>Business Applications Manager</i>	00075998	(0.5)	(44,369)	(44,369)	-
<i>Business Systems Analyst III</i>	00076001	(0.5)	(58,980)	(58,980)	-
<i>Chief Clerk</i>	00005362	(0.5)	(22,460)	(22,460)	-
<i>Clerk II</i>	00002261	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00005206	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00006460	(0.5)	(18,067)	(18,067)	-
<i>Clerk II</i>	00017445	(0.5)	(20,246)	(20,246)	-
<i>Clerk II</i>	00017481	(0.5)	(18,918)	(18,918)	-
<i>Clerk II</i>	00070202	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00073887	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00073889	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00073890	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076605	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076606	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076607	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076608	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076609	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076622	(0.5)	(16,542)	(16,542)	-
<i>Clerk II</i>	00076872	(0.5)	(16,542)	(16,542)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Clerk II	00076901	(0.3)	(6,180)	(6,180)	-
Clerk II	LY300519	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300522	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300539	(1.0)	(32,718)	(32,718)	-
Clerk II	LY300921	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301037	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301068	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301069	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301277	(1.0)	(32,718)	(32,718)	-
Clerk II	LY301278	(1.0)	(32,718)	(32,718)	-
Clerk II	N000324	(1.0)	(32,718)	(32,718)	-
Clerk III	LY301046	(1.0)	(36,185)	(36,185)	-
Clerk III	00009276	(0.5)	(18,275)	(18,275)	-
Clerk III	00011526	(0.5)	(18,275)	(18,275)	-
Clerk III	00013327	(0.5)	(18,275)	(18,275)	-
Clerk III	00014952	(0.5)	(20,274)	(20,274)	-
Clerk III	00090288	(0.5)	(13,291)	(13,291)	-
Clerk IV	00004861	(0.5)	(19,815)	(19,815)	-
Clerk IV	00005242	(0.5)	(19,815)	(19,815)	-
Clinic Assistant	LY301064	(1.0)	(37,796)	(37,796)	-
Custodian I	00001051	(0.5)	(18,737)	(18,737)	-
Custodian I	00001067	(0.5)	(21,423)	(21,423)	-
Custodian I	00017010	(0.5)	(15,589)	(15,589)	-
Custodian I	00077328	(0.5)	(18,737)	(18,737)	-
Custodian I	00077330	(0.5)	(18,737)	(18,737)	-
Custodian I	00077331	(0.5)	(18,737)	(18,737)	-
Custodian I	00077332	(0.5)	(18,737)	(18,737)	-
Custodian I	00077333	(0.5)	(18,737)	(18,737)	-
Custodian I	00077334	(0.5)	(18,737)	(18,737)	-
Custodian I	00077336	(0.5)	(18,737)	(18,737)	-
Custodian I	00077337	(0.5)	(18,737)	(18,737)	-
Custodian I	00077338	(0.5)	(18,737)	(18,737)	-
Custodian II	00016956	(1.0)	(44,262)	(44,262)	-
Dietary Services Supervisor	LY200344	(1.0)	(41,038)	(41,038)	-
Fiscal Clerk I	00076587	(0.5)	(16,859)	(16,859)	-
Fiscal Clerk III	LY301240	(1.0)	(41,003)	(41,003)	-
Fiscal Clerk III	N000315	(1.0)	(41,003)	(41,003)	-
Food Service Worker I	LY300427	(1.1)	(30,762)	(30,762)	-
Food Service Worker II	LY200522	(1.0)	(30,230)	(30,230)	-
Grounds Caretaker I	00017324	(0.5)	(17,217)	(17,217)	-
Hospital Services Worker	LY0N0016	(1.0)	(26,418)	(26,418)	-
Maintenance Supervisor	00000521	(1.0)	(61,685)	(61,685)	-
Medical Transcriber	00003806	(1.0)	(41,003)	(41,003)	-
Medical Transcriber	00003817	(1.0)	(41,003)	(41,003)	-
Medical Transcriber	00003818	(1.0)	(41,003)	(41,003)	-
Medical Transcription Supervis	00004371	(1.0)	(44,559)	(44,559)	-
Occupational Therapy Superviso	LY301207	(1.1)	(80,564)	(80,564)	-
Physical Therapist I	LY300563	(0.5)	(27,641)	(27,641)	-
Physical Therapy Aide	LY301015	(1.0)	(37,016)	(37,016)	-
Physical Therapy Aide	LY301016	(1.0)	(35,480)	(35,480)	-
Public Information Clerk	00005223	(0.5)	(16,542)	(16,542)	-
Secretary I	LY200357	(1.0)	(47,030)	(47,030)	-
Secretary I	00011024	(0.5)	(20,246)	(20,246)	-
Secretary I	00012087	(0.5)	(24,918)	(24,918)	-
Secretary I	00076527	(0.5)	(20,246)	(20,246)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Security Technician I	00016930	(0.5)	(20,298)	(20,298)	-
Security Technician I	00076168	(0.5)	(17,921)	(17,921)	-
Security Technician I	00077316	(0.5)	(17,921)	(17,921)	-
Security Technician I	00077318	(0.5)	(17,921)	(17,921)	-
Security Technician I	LY301070	(1.0)	(34,103)	(34,103)	-
Staff Analyst II	00070211	(0.5)	(31,717)	(31,717)	-
Staff Analyst II	00070484	(0.5)	(31,717)	(31,717)	-
Staff Analyst II	LY301072	(1.0)	(63,071)	(63,071)	-
Storekeeper	00006707	(0.5)	(16,542)	(16,542)	-
Storekeeper	00009170	(0.5)	(16,542)	(16,542)	-
Supvg Auto Systems Analyst I	00000706	(0.5)	(32,415)	(32,415)	-
Utilization Review Technician	LY200325	(1.0)	(41,038)	(41,038)	-
Utilization Review Technician	LY301063	(1.0)	(39,265)	(39,265)	-
Ward Clerk	00003629	(1.0)	(36,621)	(36,621)	-
Ward Clerk	00009225	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00009226	(1.0)	(32,718)	(32,718)	-
Ward Clerk	00011196	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00013763	(1.0)	(35,866)	(35,866)	-
Ward Clerk	00017270	(1.0)	(32,718)	(32,718)	-
Ward Clerk	00017276	(0.5)	(19,690)	(19,690)	-
Ward Clerk	00073901	(1.0)	(35,095)	(35,095)	-
Ward Clerk	00074544	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00075245	(0.4)	(9,413)	(9,413)	-
Ward Clerk	00076575	(0.3)	(5,884)	(5,884)	-
Ward Clerk	00090226	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00090275	(1.0)	(23,536)	(23,536)	-
Ward Clerk	00090458	(1.0)	(23,536)	(23,536)	-
Ward Clerk	00091625	(0.2)	(4,712)	(4,712)	-
Ward Clerk	00094416	(0.5)	(11,768)	(11,768)	-
Ward Clerk	00099194	(0.1)	(1,172)	(1,172)	-
Cont Compliance Educator	LY301201	(1.0)	(78,729)	(78,729)	-
Subtotal Recommended - Delete		(81.4)	(3,280,468)	(3,280,468)	-
Assistant Nurse Manager	00017761	(0.5)	(39,890)	(39,890)	-
Burn Care Technician	00004073	(0.5)	(18,292)	(18,292)	-
Burn Care Technician	00094757	(0.4)	(10,631)	(10,631)	-
Sterile Processing Technician	00000560	(1.0)	(34,631)	(34,631)	-
SterileProcessingTechnician1	00076596	(1.0)	(32,753)	(32,753)	-
SterileProcessingTechnician2	00076598	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00004062	(1.0)	(32,753)	(32,753)	-
Clinic Assistant	00010641	(1.1)	(35,346)	(35,346)	-
Clinic Assistant	00075048	(0.5)	(12,362)	(12,362)	-
Clinic Assistant	00076584	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00076585	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00076586	(1.0)	(33,389)	(33,389)	-
Clinic Assistant	00077354	(1.0)	(32,753)	(32,753)	-
Clinic Assistant	00077455	(0.5)	(12,362)	(12,362)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Clinical Biochemist	00000786	(1.0)	(96,815)	(96,815)	-
Per Diem CMC Reg Nurse I	00076224	(0.1)	(3,512)	(3,512)	-
Per Diem CMC Registered Nurse	00070714	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070718	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070750	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00070758	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00070826	(0.5)	(38,533)	(38,533)	-
Per Diem CMC Registered Nurse	00070829	(0.2)	(14,116)	(14,116)	-
Per Diem CMC Registered Nurse	00071049	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071098	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00071719	(0.2)	(19,564)	(19,564)	-
Per Diem CMC Registered Nurse	00071721	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071792	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00071794	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00071795	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00071829	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00072137	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072382	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00072874	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072875	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00072930	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00073023	(0.1)	(7,058)	(7,058)	-
Per Diem CMC Registered Nurse	00073089	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Registered Nurse	00073190	(0.4)	(30,818)	(30,818)	-
Per Diem CMC Registered Nurse	00073521	(0.9)	(77,676)	(77,676)	-
Per Diem CMC Registered Nurse	00073783	(0.3)	(23,402)	(23,402)	-
Per Diem CMC Registered Nurse	00074154	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00074299	(0.4)	(36,939)	(36,939)	-
Per Diem CMC Registered Nurse	00074342	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00074355	(0.3)	(25,386)	(25,386)	-
Per Diem CMC Registered Nurse	00074409	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074493	(0.3)	(25,386)	(25,386)	-
Per Diem CMC Reg Nurse II	00074542	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074548	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074649	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074660	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074691	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074702	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00074729	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00074874	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00074973	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075041	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00075043	(0.6)	(52,367)	(52,367)	-
Per Diem CMC Reg Nurse II	00075046	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075055	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075133	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075221	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075316	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075325	(0.1)	(7,713)	(7,713)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Reg Nurse II	00075326	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075331	(0.5)	(38,533)	(38,533)	-
Per Diem CMC Reg Nurse II	00075334	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075362	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075576	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075614	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075635	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Reg Nurse II	00075638	(0.3)	(29,225)	(29,225)	-
Per Diem CMC Reg Nurse II	00075710	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075715	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075784	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075785	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075856	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00075864	(0.2)	(21,549)	(21,549)	-
Per Diem CMC Reg Nurse II	00075891	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00075892	(0.0)	(5,527)	(5,527)	-
Per Diem CMC Reg Nurse II	00075893	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00075914	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076017	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00076018	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076027	(0.0)	(2,880)	(2,880)	-
Per Diem CMC Reg Nurse II	00076031	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076105	(0.0)	(959)	(959)	-
Per Diem CMC Reg Nurse II	00076106	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Reg Nurse II	00076115	(0.1)	(7,975)	(7,975)	-
Per Diem CMC Reg Nurse II	00076223	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076227	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076235	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076272	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076299	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076304	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076307	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076325	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076378	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076570	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076710	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076711	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Reg Nurse II	00076714	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Reg Nurse II	00076816	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098013	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00098015	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098020	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098024	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098027	(0.1)	(3,839)	(3,839)	-
Per Diem CMC Registered Nurse	00098032	(0.1)	(7,015)	(7,015)	-
Per Diem CMC Registered Nurse	00098045	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098049	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Registered Nurse	00098058	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098068	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098124	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098157	(0.1)	(7,713)	(7,713)	-
Per Diem CMC Registered Nurse	00098159	(0.2)	(15,428)	(15,428)	-
Per Diem CMC Registered Nurse	00098162	(0.0)	(959)	(959)	-
Per Diem CMC Registered Nurse	00098181	(0.0)	(1,919)	(1,919)	-
Per Diem CMC Registered Nurse	00098183	(0.0)	(1,919)	(1,919)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
<i>Per Diem CMC Registered Nurse</i>	00098194	(0.2)	(19,564)	(19,564)	-
<i>Per Diem CMC Registered Nurse</i>	00098205	(0.1)	(7,713)	(7,713)	-
<i>Per Diem CMC Registered Nurse</i>	00098214	(0.2)	(15,428)	(15,428)	-
<i>Per Diem CMC Registered Nurse</i>	00098223	(0.1)	(7,713)	(7,713)	-
<i>Per Diem CMC Registered Nurse</i>	00098226	(0.1)	(7,713)	(7,713)	-
<i>Per Diem CMC Registered Nurse</i>	00098233	(0.2)	(15,428)	(15,428)	-
<i>Per Diem CMC Registered Nurse</i>	00098245	(0.3)	(23,104)	(23,104)	-
<i>Per Diem CMC Registered Nurse</i>	00098246	(0.3)	(29,225)	(29,225)	-
<i>Per Diem CMC Registered Nurse</i>	00098252	(0.2)	(15,428)	(15,428)	-
<i>Per Diem CMC Registered Nurse</i>	00098267	(0.0)	(2,880)	(2,880)	-
<i>Per Diem CMC Registered Nurse</i>	00098297	(0.2)	(15,428)	(15,428)	-
<i>Per Diem CMC Registered Nurse</i>	00098314	(0.3)	(23,104)	(23,104)	-
<i>Per Diem CMC Registered Nurse</i>	00098324	(0.4)	(36,939)	(36,939)	-
<i>Per Diem CMC Registered Nurse</i>	00098338	(0.0)	(1,919)	(1,919)	-
<i>Per Diem CMC Registered Nurse</i>	00098339	(0.2)	(15,428)	(15,428)	-
<i>Per Diem CMC Registered Nurse</i>	00098342	(0.0)	(2,880)	(2,880)	-
<i>Per Diem CMC Registered Nurse</i>	00098349	(0.1)	(3,839)	(3,839)	-
<i>Per Diem CMC Registered Nurse</i>	00098364	(0.3)	(23,104)	(23,104)	-
<i>Cook I</i>	00000885	(0.5)	(14,993)	(14,993)	-
<i>Dietitian</i>	00004031	(1.0)	(68,853)	(68,853)	-
<i>Dietetic Technician</i>	00075994	(1.0)	(43,659)	(43,659)	-
<i>Food Service Worker I</i>	00002320	(0.5)	(14,145)	(14,145)	-
<i>Food Service Worker I</i>	00016941	(0.5)	(16,542)	(16,542)	-
<i>Food Service Worker I</i>	00074627	(0.5)	(14,145)	(14,145)	-
<i>Food Service Worker I</i>	00074628	(0.5)	(14,145)	(14,145)	-
<i>Food Service Worker I</i>	00074631	(0.5)	(14,145)	(14,145)	-
<i>Home Health Aide</i>	00073769	(0.5)	(11,209)	(11,209)	-
<i>Laboratory Assistant</i>	00090678	(0.4)	(9,635)	(9,635)	-
<i>Laboratory Assistant</i>	00095621	(0.4)	(9,635)	(9,635)	-
<i>Laboratory Technologist II</i>	00076589	(1.0)	(65,925)	(65,925)	-
<i>Laboratory Technologist II</i>	00076590	(1.0)	(65,925)	(65,925)	-
<i>Licensed Vocational Nurse II</i>	00003622	(1.0)	(41,038)	(41,038)	-
<i>Licensed Vocational Nurse II</i>	00017510	(1.0)	(44,187)	(44,187)	-
<i>Licensed Vocational Nurse II</i>	00095757	(1.0)	(21,577)	(21,577)	-
<i>Licensed Vocational Nurse II</i>	00095761	(0.7)	(21,577)	(21,577)	-
<i>Licensed Vocational Nurse II</i>	00006273	(0.7)	(52,923)	(52,923)	-
<i>Clinical Therapist I</i>	00017628	(0.5)	(43,362)	(43,362)	-
<i>Clinical Therapist I</i>	00075453	(0.5)	(29,689)	(29,689)	-
<i>Clinical Therapist I</i>	00075454	(0.5)	(29,944)	(29,944)	-
<i>Mental Health Nurse II</i>	00006227	(1.1)	(88,053)	(88,053)	-
<i>Mental Health Nurse II</i>	00007356	(1.0)	(82,881)	(82,881)	-
<i>Mental Health Nurse II</i>	00009029	(1.0)	(66,903)	(66,903)	-
<i>Mental Health Nurse II</i>	00010671	(1.0)	(73,340)	(73,340)	-
<i>Mental Health Nurse II</i>	00072211	(1.0)	(82,150)	(82,150)	-
<i>Mental Health Nurse II</i>	00072217	(1.0)	(74,034)	(74,034)	-
<i>Mental Health Nurse II</i>	00072222	(1.0)	(69,279)	(69,279)	-
<i>Mental Health Nurse II</i>	00075447	(1.0)	(66,903)	(66,903)	-
<i>Mental Health Nurse II</i>	00075449	(1.1)	(77,943)	(77,943)	-

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	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Nurse Supervisor	00000062	(1.1)	(112,191)	(112,191)	-
Nurse Epidemiologist	00007536	(1.0)	(95,633)	(95,633)	-
Nursing Attendant	00000340	(1.3)	(46,855)	(46,855)	-
Nursing Attendant	00001096	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00003766	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00009715	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011286	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011288	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011289	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011292	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00011301	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011302	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011318	(1.0)	(33,189)	(33,189)	-
Nursing Attendant	00011321	(1.0)	(30,812)	(30,812)	-
Nursing Attendant	00011323	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011325	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00011326	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011327	(0.6)	(18,157)	(18,157)	-
Nursing Attendant	00011329	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00014982	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00017434	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00073892	(0.5)	(19,043)	(19,043)	-
Nursing Attendant	00073893	(0.5)	(15,589)	(15,589)	-
Nursing Attendant	00074302	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00074509	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00074979	(0.1)	(1,142)	(1,142)	-
Nursing Attendant	00075248	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075249	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075257	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075258	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00075363	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075735	(0.1)	(1,089)	(1,089)	-
Nursing Attendant	00075814	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00076033	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00090983	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00091403	(0.2)	(4,377)	(4,377)	-
Nursing Attendant	00092777	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00092906	(0.1)	(2,189)	(2,189)	-
Nursing Attendant	00093383	(0.1)	(2,189)	(2,189)	-
Occupational Therapy Assistant	00075721	(1.0)	(59,038)	(59,038)	-
Occupational Therapy Assistant	00075722	(1.0)	(59,038)	(59,038)	-
Surgical Technician	00007957	(1.0)	(37,016)	(37,016)	-
Psychiatric Technician I	00007162	(1.0)	(46,291)	(46,291)	-
Psychiatric Technician I	00007169	(1.0)	(43,111)	(43,111)	-
Psychiatric Technician I	00075479	(1.0)	(48,108)	(48,108)	-
Psychiatric Technician I	00075485	(1.0)	(43,111)	(43,111)	-
Phlebotomist Trainee	00076642	(0.2)	(4,274)	(4,274)	-

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	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Phlebotomist	00075346	(0.0)	(293)	(293)	-
Phlebotomist	00075348	(0.0)	(293)	(293)	-
Phlebotomist	00075349	(0.0)	(293)	(293)	-
Phlebotomist	00075351	(0.0)	(293)	(293)	-
Registered Nurse II-ARMC	00003166	(1.1)	(88,988)	(88,988)	-
Registered Nurse II-ARMC	00004111	(1.0)	(69,629)	(69,629)	-
Registered Nurse II-ARMC	00006245	(1.0)	(79,594)	(79,594)	-
Registered Nurse II-ARMC	00006282	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00007675	(0.5)	(48,353)	(48,353)	-
Registered Nurse II-ARMC	00007786	(1.1)	(83,859)	(83,859)	-
Registered Nurse II-ARMC	00009695	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00009702	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00010087	(1.0)	(86,158)	(86,158)	-
Registered Nurse II-ARMC	00010511	(1.0)	(72,463)	(72,463)	-
Registered Nurse II-ARMC	00010514	(0.5)	(36,413)	(36,413)	-
Registered Nurse II-ARMC	00010528	(1.0)	(77,188)	(77,188)	-
Registered Nurse II-ARMC	00011228	(1.0)	(69,629)	(69,629)	-
Registered Nurse II-ARMC	00016655	(1.1)	(83,859)	(83,859)	-
Registered Nurse II-ARMC	00017284	(0.5)	(43,545)	(43,545)	-
Registered Nurse II-ARMC	00017314	(1.0)	(82,638)	(82,638)	-
Registered Nurse II-ARMC	00077154	(1.0)	(80,198)	(80,198)	-
Registered Nurse II-ARMC	00077157	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00077158	(1.1)	(76,728)	(76,728)	-
Registered Nurse II-ARMC	00077183	(1.0)	(79,594)	(79,594)	-
Registered Nurse II-ARMC	00077184	(1.1)	(92,371)	(92,371)	-
Resident III-Housing Allowance	00070813	(0.5)	(19,599)	(19,599)	-
Resident V	00002456	(0.5)	(9,597)	(9,597)	-
Resident V	00004821	(0.5)	(9,597)	(9,597)	-
Resident V	00004826	(0.5)	(9,597)	(9,597)	-
Resident V	00004828	(0.5)	(9,597)	(9,597)	-
Resident V	00004830	(0.5)	(9,597)	(9,597)	-
Resident V	00007540	(0.5)	(9,597)	(9,597)	-
Resident V	00007541	(0.5)	(9,597)	(9,597)	-
Resident V	00016034	(0.5)	(9,597)	(9,597)	-
Resident V	00075339	(0.5)	(9,597)	(9,597)	-
Respiratory Care Practitioner	00000764	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00000890	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00004850	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00009244	(1.1)	(76,960)	(76,960)	-
Respiratory Care Practitioner	00011989	(1.1)	(69,829)	(69,829)	-
Respiratory Care Practitioner	00011990	(1.1)	(69,829)	(69,829)	-
Social Service Practitioner	00010100	(1.0)	(63,510)	(63,510)	-
Special Proc Rad Technolog 1	00076594	(1.0)	(72,034)	(72,034)	-
Student Nurse	00071955	(0.1)	(1,361)	(1,361)	-
Student Nurse	00072250	(0.1)	(1,089)	(1,089)	-
Student Nurse	00072745	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072764	(0.1)	(2,189)	(2,189)	-

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	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Student Nurse	00072766	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072767	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072772	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072774	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072792	(0.1)	(1,089)	(1,089)	-
Student Nurse	00072905	(0.1)	(2,189)	(2,189)	-
Student Nurse	00072977	(0.2)	(4,377)	(4,377)	-
Student Nurse	00072979	(0.2)	(4,377)	(4,377)	-
Student Nurse	00073034	(0.1)	(1,644)	(1,644)	-
Student Nurse	00073035	(0.1)	(1,644)	(1,644)	-
Student Nurse	00073036	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073120	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073149	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073150	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073157	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073159	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073160	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073164	(0.1)	(2,411)	(2,411)	-
Student Nurse	00073165	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073266	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073271	(0.1)	(1,089)	(1,089)	-
Student Nurse	00073273	(0.2)	(4,377)	(4,377)	-
Student Nurse	00073408	(0.1)	(2,189)	(2,189)	-
Student Nurse	00073787	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074246	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074340	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074343	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074404	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074405	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074545	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074689	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074694	(0.1)	(1,089)	(1,089)	-
Student Nurse	00074715	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074880	(0.1)	(2,189)	(2,189)	-
Student Nurse	00074950	(0.1)	(2,189)	(2,189)	-
Student Nurse	00075019	(0.1)	(1,089)	(1,089)	-
Student Nurse	00075220	(0.1)	(2,189)	(2,189)	-
Student Nurse	00075223	(0.3)	(6,555)	(6,555)	-
Student Nurse	00075428	(0.1)	(2,189)	(2,189)	-
Student Nurse	00076024	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076028	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076029	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076103	(0.1)	(1,232)	(1,232)	-
Student Nurse	00076228	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076229	(0.1)	(1,142)	(1,142)	-
Student Nurse	00076230	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076231	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076232	(0.1)	(1,089)	(1,089)	-

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	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Student Nurse	00076310	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076376	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076518	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076656	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076713	(0.1)	(1,089)	(1,089)	-
Student Nurse	00076904	(0.5)	(12,047)	(12,047)	-
Student Nurse	00076915	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090300	(0.2)	(3,888)	(3,888)	-
Student Nurse	00090302	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090303	(0.1)	(1,201)	(1,201)	-
Student Nurse	00090310	(0.3)	(7,224)	(7,224)	-
Student Nurse	00090316	(0.1)	(2,189)	(2,189)	-
Student Nurse	00090317	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090321	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090325	(0.1)	(1,089)	(1,089)	-
Student Nurse	00090330	(0.1)	(2,189)	(2,189)	-
Student Nurse	00090331	(0.2)	(4,377)	(4,377)	-
Student Nurse	00090333	(0.1)	(1,089)	(1,089)	-
Cont PT Speech Therapist 36+	00074491	(0.3)	(18,605)	(18,605)	-
Ultrasound Technologist	00077340	(1.0)	(64,464)	(64,464)	-
Cont Ob/Gyn Fellow-4th Year	00073187	(1.0)	(58,095)	(58,095)	-
Cont Spec Procedures Rad Tech	00070193	(0.1)	(3,127)	(3,127)	-
Cont Spec Procedures Rad Tech	00070195	(0.1)	(3,127)	(3,127)	-
Cont Spec Procedures Rad Tech	00070197	(0.1)	(6,285)	(6,285)	-
Cont Spec Procedures Rad Tech	00073410	(0.1)	(6,285)	(6,285)	-
Cont CMC Resp Care Prac II *	00023002	(0.1)	(6,265)	(6,265)	-
Cont CMC Resp Care Prac II *	00023022	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023025	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023026	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023030	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023032	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023033	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023034	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023036	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023041	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023046	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023048	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023050	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023054	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00023059	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00070585	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00070586	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II *	00070587	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00072909	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00072910	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00074719	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00075341	(0.1)	(6,648)	(6,648)	-
Cont CMC Resp Care Prac II	00075432	(0.1)	(6,648)	(6,648)	-
Cont Physical Therapist 0-18	00076072	(0.3)	(18,690)	(18,690)	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Cont Home Hlth Registered Ther	00076928	(0.1)	(5,623)	(5,623)	-
Cont CMC Home Health Reg Nurse	00022701	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022702	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022706	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00022715	(0.2)	(20,103)	(20,103)	-
Cont CMC Home Health Reg Nurse	00072615	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00073771	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00073836	(0.3)	(29,573)	(29,573)	-
Cont ARMC Home Hlth Reg Nurse	00074345	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00074872	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00075427	(0.2)	(20,103)	(20,103)	-
Cont ARMC Home Hlth Reg Nurse	00076102	(0.1)	(10,587)	(10,587)	-
Cont CMC Nuclear Med Tech On C	00028001	(0.0)	(1,518)	(1,518)	-
Subtotal Recommended - Retain		(125.1)	(7,147,499)	(7,147,499)	-
Total Slated for Deletion		(206.6)	(10,427,967)	(10,427,967)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
Ambulatory Clinic Manager	00004139	0.5	40,518	40,518	-
Ambulatory Clinic Manager	00004145	0.5	40,518	40,518	-
Assistant Nurse Manager	00017767	0.5	51,182	51,182	-
Assistant Nurse Manager	00017768	0.5	40,531	40,531	-
Automated Systems Analyst I	00017774	0.5	30,334	30,334	-
Automated Systems Technician	00004106	0.5	23,440	23,440	-
Burn Care Technician	00007477	1.0	36,220	36,220	-
Clerk II	00009251	0.5	18,918	18,918	-
Clerk II	00013349	0.5	17,904	17,904	-
Clerk II	00076604	0.5	16,542	16,542	-
Clinic Assistant	00004130	1.0	42,788	42,788	-
Clinic Assistant	00007893	1.0	34,280	34,280	-
Clinic Assistant	00009168	1.1	35,907	35,907	-
Clinic Assistant	00077342	1.1	35,907	35,907	-
Clinic Assistant	00077351	1.0	37,007	37,007	-
Per Diem CMC Registered Nurse	00070955	0.2	21,549	21,549	-
Per Diem CMC Registered Nurse	00071299	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00072047	0.3	29,753	29,753	-
Per Diem CMC Registered Nurse	00072449	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00072744	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073027	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073153	0.2	14,116	14,116	-
Per Diem CMC Registered Nurse	00073154	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073267	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00073563	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073677	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00073773	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074016	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074126	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074152	0.1	3,839	3,839	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Registered Nurse	00074257	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074258	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00074400	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00074543	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074718	0.2	11,553	11,553	-
Per Diem CMC Reg Nurse II	00074947	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074949	0.1	7,975	7,975	-
Per Diem CMC Reg Nurse II	00074951	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00074952	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00074988	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00074992	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075012	0.0	959	959	-
Per Diem CMC Reg Nurse II	00075013	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075014	0.3	23,104	23,104	-
Per Diem CMC Reg Nurse II	00075017	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075050	0.1	7,713	7,713	-
Per Diem CMC Reg Nurse II	00075067	0.3	27,240	27,240	-
Per Diem CMC Reg Nurse II	00075127	0.0	2,880	2,880	-
Per Diem CMC Reg Nurse II	00075424	0.1	7,713	7,713	-
Per Diem CMC Reg Nurse II	00075437	0.1	8,380	8,380	-
Per Diem CMC Reg Nurse II	00075605	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075611	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075632	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075712	0.2	15,428	15,428	-
Per Diem CMC Reg Nurse II	00075733	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075783	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075787	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075789	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075812	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00075885	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076032	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076305	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076650	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076913	0.1	3,839	3,839	-
Per Diem CMC Reg Nurse II	00076922	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098011	0.3	23,104	23,104	-
Per Diem CMC Registered Nurse	00098012	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098021	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098035	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098057	0.2	15,428	15,428	-
Per Diem CMC Registered Nurse	00098061	0.1	6,487	6,487	-
Per Diem CMC Registered Nurse	00098063	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098087	0.6	52,367	52,367	-
Per Diem CMC Registered Nurse	00098120	0.1	3,839	3,839	-
Per Diem CMC Registered Nurse	00098178	0.6	52,367	52,367	-
Per Diem CMC Registered Nurse	00098195	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098200	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098277	0.1	10,361	10,361	-
Per Diem CMC Registered Nurse	00098278	0.3	27,240	27,240	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
Per Diem CMC Registered Nurse	00098291	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098300	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098302	0.1	7,713	7,713	-
Per Diem CMC Registered Nurse	00098307	0.1	8,318	8,318	-
Cook III	00017443	0.5	22,270	22,270	-
Cook I	00000884	0.5	14,993	14,993	-
Custodian I	00001059	0.5	18,737	18,737	-
Custodian I	00002491	0.5	18,737	18,737	-
Custodian I	00017009	0.5	19,043	19,043	-
Custodian I	00077329	0.5	18,737	18,737	-
Director of Respiratory Care S	00000519	1.0	82,553	82,553	-
Fiscal Clerk II	00005227	0.5	18,673	18,673	-
Food Service Worker I	00002306	0.5	16,523	16,523	-
Food Service Worker I	00016945	0.5	14,145	14,145	-
Food Service Worker I	00016947	0.5	14,145	14,145	-
Food Service Worker I	00016951	0.5	14,145	14,145	-
Food Service Worker I	00074630	0.5	14,145	14,145	-
Food Service Worker II	00004033	0.5	18,673	18,673	-
Food Service Worker II	00005369	0.5	23,110	23,110	-
Food Service Worker II	00005374	0.5	18,673	18,673	-
Food Service Worker II	00074638	0.5	15,297	15,297	-
Nurse Manager	00002476	1.0	80,639	80,639	-
Nurse Manager	00011438	1.0	80,639	80,639	-
Hospital Services Worker	00070488	1.0	26,418	26,418	-
Hospital Services Worker	00070489	1.0	26,418	26,418	-
Laboratory Assistant	00003406	1.1	36,923	36,923	-
Laboratory Assistant	00011178	1.0	37,165	37,165	-
Laboratory Technologist II	00006777	1.1	72,920	72,920	-
Licensed Vocational Nurse II	00003613	1.0	48,399	48,399	-
Licensed Vocational Nurse II	00017497	1.0	41,038	41,038	-
Medical Center Bldg Maint Supt	00002603	1.0	68,920	68,920	-
Nursing Program Coordinator	00011248	1.0	72,011	72,011	-
Nurse Supervisor	00011172	1.1	112,191	112,191	-
Nurse Supervisor	00099108	0.2	14,851	14,851	-
Nurse Educator	00070203	1.0	72,011	72,011	-
RegisteredCardioPulmonaryNurse	00076841	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076842	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076843	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076844	1.0	72,463	72,463	-
RegisteredCardioPulmonaryNurse	00076845	1.0	72,463	72,463	-
Nursing Attendant	00073895	0.5	15,589	15,589	-
Nursing Attendant	00073897	0.5	17,965	17,965	-
Nursing Attendant	00074297	0.1	2,189	2,189	-
Nursing Attendant	00075253	0.1	1,089	1,089	-
Occupational Therapist I	00006716	1.0	72,010	72,010	-
Occupational Therapist I	00009229	1.0	72,010	72,010	-
Occupational Therapist I	00075723	1.0	72,010	72,010	-
Surgical Technician	00003641	1.0	46,153	46,153	-
Surgical Technician	00074083	0.0	340	340	-
Phlebotomist	00075344	0.0	293	293	-
Phlebotomist	00075347	0.0	337	337	-
Phlebotomist	00077345	1.0	32,753	32,753	-
Phlebotomist	00077346	1.0	32,753	32,753	-
Phlebotomist	00077347	1.0	32,753	32,753	-
Phlebotomist	00077348	1.0	32,753	32,753	-
Phlebotomist	00077349	1.0	32,753	32,753	-
Phlebotomist	00077350	1.0	32,753	32,753	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
<i>Supervising Phlebotomist</i>	00003395	1.1	42,911	42,911	-
<i>Registered Nurse II-ARMC</i>	00003794	1.1	95,985	95,985	-
<i>Registered Nurse II-ARMC</i>	00004165	1.1	83,859	83,859	-
<i>Registered Nurse II-ARMC</i>	00004279	1.1	76,728	76,728	-
<i>Registered Nurse II-ARMC</i>	00004390	1.1	90,845	90,845	-
<i>Registered Nurse II-ARMC</i>	00007679	1.1	75,154	75,154	-
<i>Registered Nurse II-ARMC</i>	00009678	1.1	72,841	72,841	-
<i>Registered Nurse II-ARMC</i>	00009693	1.1	90,845	90,845	-
<i>Registered Nurse II-ARMC</i>	00010517	1.1	68,023	68,023	-
<i>Registered Nurse II-ARMC</i>	00010519	0.8	59,146	59,146	-
<i>Registered Nurse II-ARMC</i>	00011239	1.0	86,158	86,158	-
<i>Registered Nurse II-ARMC</i>	00011242	1.0	86,158	86,158	-
<i>Registered Nurse II-ARMC</i>	00016658	1.1	90,845	90,845	-
<i>Registered Nurse II-ARMC</i>	00017299	1.0	86,158	86,158	-
<i>Registered Nurse II-ARMC</i>	00017315	0.5	43,545	43,545	-
<i>Registered Nurse II-ARMC</i>	00077152	1.1	94,365	94,365	-
<i>Registered Nurse II-ARMC</i>	00077153	1.0	72,463	72,463	-
<i>Registered Nurse II-ARMC</i>	00077161	1.1	95,985	95,985	-
<i>Registered Nurse II-ARMC</i>	00077168	1.0	79,594	79,594	-
<i>Registered Nurse II-ARMC</i>	00077169	1.1	81,547	81,547	-
<i>Registered Nurse II-ARMC</i>	00077170	1.1	83,859	83,859	-
<i>Registered Nurse II-ARMC</i>	00077171	1.1	83,859	83,859	-
<i>Registered Nurse II-ARMC</i>	00077172	1.1	83,859	83,859	-
<i>Registered Nurse II-ARMC</i>	00077178	0.5	38,984	38,984	-
<i>Security Technician I</i>	00077320	0.5	17,921	17,921	-
<i>Security Technician I</i>	00077321	0.5	17,921	17,921	-
<i>Social Service Practitioner</i>	00006029	1.0	63,449	63,449	-
<i>Student Nurse</i>	00070339	1.0	21,861	21,861	-
<i>Student Nurse</i>	00072654	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072777	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072783	0.1	2,474	2,474	-
<i>Student Nurse</i>	00072785	0.1	1,361	1,361	-
<i>Student Nurse</i>	00072787	0.1	1,644	1,644	-
<i>Student Nurse</i>	00072794	1.0	24,095	24,095	-
<i>Student Nurse</i>	00072817	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072829	0.1	1,089	1,089	-
<i>Student Nurse</i>	00072830	0.1	1,089	1,089	-
<i>Student Nurse</i>	00072831	0.1	1,089	1,089	-
<i>Student Nurse</i>	00072864	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072865	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072904	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072943	0.1	2,189	2,189	-
<i>Student Nurse</i>	00072978	0.1	2,189	2,189	-
<i>Student Nurse</i>	00073037	0.1	2,189	2,189	-
<i>Student Nurse</i>	00073063	0.1	2,189	2,189	-
<i>Student Nurse</i>	00073148	0.1	1,089	1,089	-
<i>Student Nurse</i>	00073155	0.1	2,189	2,189	-
<i>Student Nurse</i>	00073201	0.1	2,189	2,189	-
<i>Student Nurse</i>	00073205	0.1	2,244	2,244	-
<i>Student Nurse</i>	00073298	0.2	4,377	4,377	-
<i>Student Nurse</i>	00073682	0.1	2,189	2,189	-

ARROWHEAD REGIONAL MEDICAL CENTER

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over/ (Under)
<i>Student Nurse</i>	00074259	0.1	2,189	2,189	-
<i>Student Nurse</i>	00074260	0.1	2,189	2,189	-
<i>Student Nurse</i>	00074274	0.1	2,189	2,189	-
<i>Student Nurse</i>	00074275	0.1	1,201	1,201	-
<i>Student Nurse</i>	00074685	0.2	4,377	4,377	-
<i>Student Nurse</i>	00074934	1.0	21,861	21,861	-
<i>Student Nurse</i>	00075216	0.2	3,277	3,277	-
<i>Student Nurse</i>	00075328	0.1	1,201	1,201	-
<i>Student Nurse</i>	00075816	0.2	3,612	3,612	-
<i>Student Nurse</i>	00075827	0.2	3,277	3,277	-
<i>Student Nurse</i>	00075923	0.2	3,277	3,277	-
<i>Student Nurse</i>	00076566	0.5	11,209	11,209	-
<i>Student Nurse</i>	00076896	0.1	2,189	2,189	-
<i>Student Nurse</i>	00076900	0.1	1,089	1,089	-
<i>Student Nurse</i>	00076910	0.1	2,189	2,189	-
<i>Student Nurse</i>	00076923	0.1	1,089	1,089	-
<i>Student Nurse</i>	00090323	0.1	2,411	2,411	-
<i>Student Nurse</i>	00090334	0.1	1,089	1,089	-
<i>Student Nurse</i>	00090335	0.1	1,089	1,089	-
<i>Ward Clerk</i>	00009219	1.0	35,866	35,866	-
<i>Ward Clerk</i>	00011212	1.0	32,718	32,718	-
<i>Ward Clerk</i>	00075252	0.5	11,768	11,768	-
<i>Ward Clerk</i>	00092214	0.5	11,768	11,768	-
<i>Cont Medi-Cal Specialist</i>	00075930	1.0	64,199	64,199	-
<i>Cont CMC Resp Care Prac II *</i>	00023013	0.1	6,648	6,648	-
<i>Cont CMC Resp Care Prac II *</i>	00023017	0.1	6,648	6,648	-
<i>Cont CMC Resp Care Prac II *</i>	00023021	0.5	26,862	26,862	-
<i>Cont CMC Home Health Reg Nurse</i>	00022713	0.2	20,103	20,103	-
<i>Cont CMC Home Health Reg Nurse</i>	00022716	0.2	20,103	20,103	-
<i>Cont CMC Home Health Reg Nurse</i>	00022717	0.2	20,103	20,103	-
<i>Cont CMC Home Health Reg Nurse</i>	00022720	0.2	20,103	20,103	-
Total in Recruitment Retain		96.0	5,613,201	5,613,201	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 293 Positions Within 15 Classifications – Nursing/Patient Care

PRIORITY: Rank 1 of 11 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 5,205,469	\$ 5,720,016

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.5	Assistant Nurse Manager	39,890
0.5	Resident III	19,599
4.5	Resident V	86,373
1.0	Cont OB/GYN Fellow/Resident	58,095
4.4	License Vocational Nurse II	181,302
9.11	Mental Health Nurse II	681,486
17.55	Nurse Attendants	546,772
1.05	Nurse Supervisor	112,191
1.01	Nurse Epidemiologist	95,633
0.05	Per Diem Registered Nurse I	3,512
16.03	Per Diem Registered Nurse II	1,335,063
4.0	Psychiatric Technician	180,621
18.9	Registered Nurse II	1,477,489
6.62	Student Nurse	147,416
2.4	Cont Home Health Registered Nurse	240,027

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 5,205,469 \$ 5,720,016

REVENUE (specify source)

Patient Care	5,205,469	5,720,016
_____	_____	_____
_____	_____	_____
Total:	\$ 5,205,469	\$ 5,720,016

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

Policy Item #1 of 11 - Restoration of 293 Within 15 Classifications – Nursing/Patient Care

Nursing/Patient Care – the state has issued a mandate, pursuant to AB 394, requiring minimum nurse to patient staffing ratios. These ratios range from 1:1 in the Trauma Unit to 1:6 in the Behavioral Health/Psychiatric Units. When the hospital is audited by the regulatory agencies, we must demonstrate we are in compliance with not only staff ratios, but all regulatory requirements. Due to the nursing shortage and turnover, vacant positions are not easily filled and retained.

Should the hospital fail to comply, the potential penalties are severe fines and/or removal of licensure, as well as closure. ARMC is the only Burn Care Trauma Center in San Bernardino County.

LVNs and Clinic Assistants

Provide patient care support to the hospital floors, Behavioral Health Unit, and Ambulatory/Outpatient Care operations. Specifically they perform duties and provide care that does not require formal Registered Nursing assessment skills. Care can be provided to patients, under nursing supervision at a more cost-effective rate by these positions, and thus allow ARMC to assign licensed Registered Nurses to more critical areas requiring RN assessment and medication delivery.

Contract Home Health Registered Nurses

Provide off site home health nursing care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide nursing care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patients' homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCRTitle: Restoration of 76 Positions Within 27 Classifications – Patient SupportPRIORITY: Rank 2 of 11 FUNDING: Full Year ☒ Other ☐ _____ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

2003-04

Ongoing
2004-05

\$ 1,986,318

\$ 2,184,949

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.9	Burn Care Tech	28,923
8.08	Clinic Assistant	263,539
1.0	Clinical Biochemist	96,815
1.5	Clinical Therapist I	102,995
.05	Con Home Health Reg Therapist	5,623
0.03	Cont CMC Nuclear Med Tech On C	1,518
0.25	Con Physical Therapist 0-18	18,690
2.3	Con Respiratory Care Therapist	152,521
0.3	Cont Spec Procedures Rad Tech	18,824
0.25	Cont PT Speech Therapist 36+	18,605
0.5	Home Health Aid	11,209
1.0	Hospital Services Worker	26,418
0.8	Laboratory Assistant	19,270
2.0	Laboratory Tech	131,850
2.0	Occupational Therapy Asst.	118,076
1.09	Occupational Therapist Supervisor	80,554
.04	Phlebotomist	1,172
0.2	Phlebotomist Trainee	4,274
2.0	Physical Therapist Aide	72,496
0.5	Physical Therapist I	27,641
6.3	Respiratory Care Practioner	447,498
1.0	Social Services Practioner	63,510
1.0	Special Procedures Rad Tech	72,034
2.0	Sterile Processing Tech I	67,384
1.0	Sterile Processing Tech II	33,389
1.0	Surgical Technician	37,016
1.0	Ultrasound Tech	64,464

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____

Reimbursements (specify) _____

Total: \$ 1,986,318 \$ 2,184,949

REVENUE (specify source)

Patient Services

1,986,318 2,184,949

Total: \$ 1,986,318 \$ 2,184,949

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

Policy Item #2 of 11 - Restoration of 76 Within 27 Classification – Patient Support

Patient Support Services – the positions listed provide vital patient care to the hospital. Each classification has specific duties and priorities related to patient care including staff support and unit functions. By not restoring these positions, the hospital will be faced with a potential inability to provide quality patient care and maintain the state mandated staff to patient ratios.

The hospital is governed by several regulatory agencies that are at liberty to survey the hospital at any time. These positions are assigned to all 3 shifts and provide critical support to all medical staff, including physicians.

In order to meet regulatory requirements, these positions are responsible to ensure that physicians' orders are processed, laboratory tests are completed, nutritional assessments are conducted, pharmacy orders are completed, rehabilitation services are ordered, and advance directive information is communicated to patients.

Sterile Processing Technicians

Provide essential sterilization and decontamination of instruments used in daily patient care procedures. They also inspect, test, sort, assemble, package, distribute and collect a variety of reusable medical and surgical equipment, instrumentation and supplies; and fill inpatient and outpatient prescriptions (doctor's orders) for medical supplies and equipment. In 1999, the workload increased by 50% and required the department to operate three shifts instead of two.

Phlebotomist and Laboratory Technologists

The department had been using PSE and extra help Phlebotomy positions. The department requested 6 regular Phlebotomy positions in the 2002-03 budget to replace a number of extra help Phlebotomist positions working full-time plus overtime. Without the collection of blood specimens from patients, physicians will not be able to assess, determine diagnoses and deliver patient care. Laboratory Technologists run a variety of tests (hematology, chemistry, blood bank, bacteriology, and serology) on patient specimens to assist the medical staff in determining patient diagnoses and deliver appropriate patient care.

Clinical Bio-Chemist

This unique clinical function is vital for the clinical chemistry section of the laboratory. As the resident expert, the position develops all new procedures in chemistry, instructs Laboratory Technologists in clinical chemistry theory, and maintains and develops complex quality control in chemistry. The incumbent in that position has retired and currently occupies a part-time extra help position (#73522) while we attempt to recruit to get a replacement for the incumbent position, it has been determined to be extremely difficult and we continue our search.

Contract Home Health Therapists

Provide off site home health care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide therapist care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patient's homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 17 Positions Within 1 Classification – Ward Clerks

PRIORITY: Rank 3 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Ward Clerks - Positions are assigned to all three shifts and provide critical support to all medical staff, including physicians, on an assigned unit. These positions input physicians' orders such as for laboratory testing, nutritional assessment orders, prescription orders, rehabilitation service orders, consultations, and advanced directive information. The Ward Clerk receives and records results of tests and other orders; notifies medical staff of changes in medical records; registers patients; assembles and maintains patient charts; and prepares and maintains related medical records, forms, logs, requests, notifications and reports. With medical staff dedicated to providing hands on patient care and assessment, Ward Clerks are essential. Without these positions, patient care will be compromised as orders will not be processed and vital patient information not maintained.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 366,455	\$ 403,101

CLASSIFICATIONS

Budgeted Staff	Title	Amount
11.9	Ward Clerk	366,455

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 366,455 \$ 403,101

REVENUE (specify source)

Patient Services	366,455	403,101

Total: \$ 366,455 \$ 403,101

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 11 positions within 6 classifications - Nutritional Services

PRIORITY: Rank 4 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

			2003-04	Ongoing 2004-05
APPROPRIATIONS				
Salaries & Benefits (attach additional page if required)			\$ 302,657	\$ 332,923
CLASSIFICATIONS				
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>		
0.5	Cook I	\$ 14,993		
3.6	Food Service Worker I	103,884		
1.0	Food Service Worker II	30,230		
1.0	Dietary Services Spv	41,038		
1.0	Dietary Technician	43,659		
1.0	Dietitian	68,853		
Services & Supplies				
Other (specify) _____				
Equipment				
FIXED ASSETS				
<u>Item</u>		<u>Amount</u>		
_____		_____		
_____		_____		
_____		_____		
Reimbursements (specify) _____				
Total:			\$ 302,657	\$ 332,923
REVENUE (specify source)				
Patient Services			302,657	332,923

Total:			\$ 302,657	\$ 332,923
LOCAL COST			\$ 0	\$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

Policy Item #4 of 11 - Restoration of 11 positions within 6 classification – Nutritional Services

Nutrition – Nutritional Services has recently experienced a significant reduction in staffing due to the newly construction West Valley Juvenile Detention Center. They have recruited several of our experienced employees and we have been forced to utilize temporary or Public Service Employees to replace staff. The department is currently 28 employees short and running on a skeleton crew. This staff is critical to preparing patient meals as well as operate the hospital cafeteria for visitors and staff on three shifts 24/7.

In addition, Nutrition Services received a deficiency from the Department of Health Services in November 2002, for violation of sanitary issues and timely nutritional assessments.

Nutrition Services is surveyed by regulatory agencies on a regular basis to ensure the hospital passes proper health and safety codes and to continue to participate in Federally funded programs such as Medicare and Medi-Cal.

Dietitian and Dietetic Technician - With the 2001 Neonatal Intensive Care Unit certification with the State of California, Dietitians are required to assess the nutritional needs of neonates in order for the hospital to maintain California certification. Dietitians perform nutritional assessments and physician ordered consultations within State regulated guidelines. The census and volume on both the inpatient and outpatient side have increased, and services have been added that require nutritional consults and/or education. There has been an increased demand in programs such as, pediatric clinic, cystic fibrosis clinic, Women's Health, Heart Healthy, Weight Management, diabetes classes and individual nutrition education/counseling. The acuity level of ARMC's inpatients is very high given the amount of trauma, burn, surgery and number of patients on specialized nutritional support. Failure to retain these positions will result in not meeting mandated patient care standards, and ultimately compromise patient care. These positions are considered difficult to recruit and in high demand statewide.

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 8 positions within 1 classification Accredited Records Technicians

PRIORITY: Rank 5 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Accredited Records Technician – These positions are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. There is significant risk to ARMC should the coding be performed by other than certified professional coders. The risk of miscoding and/or going beyond the OSHPD state deadline is a penalty of \$100.00 per day for each day we go beyond the deadline. The hospital recently spent \$150,000.00 on contract coders in order to meet our last Office of Statewide Health Planning and Development (OSHPD) deadline. These positions are extremely difficult to recruit for due to certification requirements.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 236,746	\$ 260,420

CLASSIFICATIONS

Budgeted Staff	Title	Amount
4.59	Accr Records Tech	\$ 236,746
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 236,746 \$ 260,420

REVENUE (specify source)

Patient Services	236,746	260,420
_____	_____	_____
_____	_____	_____

Total: \$ 236,746 \$ 260,420

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 8 positions within 4 classifications

PRIORITY: Rank 6 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Information Systems – The positions included in this list are critical to the on-going efforts to upgrade the Meditech Computerized system hospital wide. Information Systems Section does not anticipate filling them until after the beginning of the new fiscal year when enhancements and upgrades will be brought to a live status. These positions will be necessary to support the 24/7 operation including nights, holidays and weekends which are currently being done by public service employees.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 368,274	\$ 405,101

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>0.5</u>	<u>Sup Auto Sys Analyst</u>	<u>58,980</u>
<u>0.5</u>	<u>Bus Systems Analyst III</u>	<u>32,415</u>
<u>4.0</u>	<u>Auto System Tech</u>	<u>186,076</u>
<u>1.0</u>	<u>Bus Applications Mgr</u>	<u>90,803</u>

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total:	\$ 368,274	\$ 405,101
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REVENUE (specify source)

Patient Services	368,274	405,101
_____	_____	_____
_____	_____	_____

Total:	\$ 368,274	\$ 405,101
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LOCAL COST	\$ 0	\$ 0
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ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 15 positions within 3 classifications - Environmental Services

PRIORITY: Rank 7 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Environmental Services – EVS recently hired a new manager for the custodial and housing keeping efforts of the hospital. Since his time with the hospital, he has had an opportunity to evaluate staffing needs. In September 2002, he received authority to fill twelve custodial positions. Storekeeper positions are critical in ensuring proper supply availability in patient care areas.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 301,728	\$ 331,901

CLASSIFICATIONS

Budgeted Staff	Title	Amount
6.0	Custodian I	\$ 224,382
1.0	Custodian II	44,262
1.0	Storekeeper	33,084

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 301,728 \$ 331,901

REVENUE (specify source)

Patient Services 301,728 331,901

Total: \$ 301,728 \$ 331,901

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 1 positions within 1 classifications - Facilities Management

PRIORITY: Rank 8 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Facilities Management - The maintenance superintendent recruitment recently closed. The maintenance supervisor position has been vacant for 7 months due to employee illness. The newly hired superintendent will select the supervisor. We are currently having other staff perform those duties and compensating SAC pay and overtime to do so until we can complete the recruitment. This position is critical to maintaining the hospitals' infrastructure including heating and air conditioning units as well as monitoring telemetry equipment which keeps our generators going, and maintaining life support equipment in operating order.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 61,685	\$ 67,854

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Maintenance Supv	\$ 61,685
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 61,685 \$ 67,854

REVENUE (specify source)

Patient Services	61,685	67,854
_____	_____	_____
_____	_____	_____

Total: \$ 61,685 \$ 67,854

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 50 Positions Within 12 Classifications – Patient Support Clerical

PRIORITY: Rank 9 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Patient Support – Clerical – the positions listed below are critical to provide support to patient services departments and staff. These individuals open and close patient accounts, ensure proper billing paperwork is prepared, in process patients, complete necessary paperwork. In addition, they provide doctor ordered 1:1 patient observation to ensure safety of patients, etc. Currently Public Service Employees are conducting these duties.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 1,394,525	\$ 1,533,978

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.5	Clerk III	124,575
0.5	Chief Clerk	22,460
18.25	Clerk II	605,637
2.0	Fiscal Clerk III	82,006
1.0	Clerk IV	39,630
3.0	Medical Transcriber	123,009
1.0	Medical Transcriber Supervisor	44,559
0.5	Public Information Clerk	16,542
2.5	Secretary I	112,440
2.0	Staff Analyst II	126,505
2.0	Utilization Review Technician	80,303
0.5	Fiscal Clerk I	16,859

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total:	\$ 1,394,525	\$ 1,533,978
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REVENUE (specify source)

Patient Services	1,394,525	1,533,978
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Total:	\$ 1,394,525	\$ 1,533,978
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LOCAL COST	\$ 0	\$ 0
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ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 1 positions within 1 classification - Compliance and Ethics

PRIORITY: Rank 10 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Compliance & Ethics - The Compliance Instructor position is essential in bringing the Compliance & Ethics Program to the next level at ARMC. This person will maintain the Ethics Hotline and be the primary educator for mandatory staff Ethics training at time of hire and annually, and will be an integral part of conducting necessary investigations. The ultimate goal is to educate all workforce (including contract positions) about the importance of compliance & ethics to ARMC by understanding the impact of regulatory compliance to each position in the organization. It is also one of the 7 elements of a compliance program required by the Office of Inspector General (OIG).

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 78,729	\$ 86,602

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Contract Compliance Educator	78,729
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 78,729 \$ 86,602

REVENUE (specify source)

Patient Services	78,729	86,602
_____	_____	_____
_____	_____	_____

Total: \$ 78,729 \$ 86,602

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: New Position request - 10 Community Options positions

PRIORITY: Rank 11 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☐ Program Change ☐ Workload ☒

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

General Services Aide - Community Options - On January 2003, the Board of Supervisors approved the creation of General Services Aide. ARMC currently employs Public Service Employees placed via the Community Options Program. This program is an employment partnership with developmentally disabled employees placed in our facility performing very specific tasks such as assisting custodians with cleaning elevators, assisting the cook in food prep, maintaining cleanliness of waiting rooms, etc.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 17,631	\$ 19,394

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Community Options	\$ 17,631
_____	_____	_____
_____	_____	_____

Services & Supplies _____

Other (specify) _____

Equipment _____

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 17,631 \$ 19,394

REVENUE (specify source)

Patient Services	17,631	19,394
_____	_____	_____
_____	_____	_____

Total: \$ 17,631 \$ 19,394

LOCAL COST \$ 0 \$ 0

ARROWHEAD REGIONAL MEDICAL CENTER

BUDGET UNIT: TELEMEDICINE (RMT MCR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established this fund in 2001-02 to facilitate the transfer of Telemedicine Federal Grant funds to the County, as required by the U.S. Department of Health and Human Services. Funds were provided to assist ARMC in purchasing equipment needed to offer telemedicine services.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	1,264,031	100,000	1,050	-
Total Revenue	1,265,059	98,972	22	-
Fund Balance		1,028		-

The grant has ended; no revenue was received in 2002-03 because all the revenue for the grant was received in 2001-02 and the \$100,000 budgeted in 2002-03 was an over estimation. The grant revenues reimbursed the Medical Center for the program's implementation costs, including equipment. Currently, the Medical Center provides Telemedicine services to its patients and bills the corresponding payors accordingly. This operational revenue is accounted for in the ARMC budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Close out fund.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
FUND: Special Revenue RMT MCR

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Operating Transfer Out	<u>1,050</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
Total Requirements	1,050	100,000	-	-	100,000
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>22</u>	<u>98,972</u>	<u>-</u>	<u>-</u>	<u>98,972</u>
Total Revenue	22	98,972	-	-	98,972
Fund Balance	1,028	1,028	-	-	1,028

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
FUND: Special Revenue RMT MCR

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F		G+H		I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2002-03
	Base	Funded	Department	Position	Proposed	Vacant Restoration	Recommended
	Budget	Adjustments	Request	Impact	Budget		Budget
	(Adjusted)						
Appropriation							
Operating Transfer Out	100,000	(100,000)	-	-	-	-	-
Total Requirements	100,000	(100,000)	-	-	-	-	-
Revenue							
State, Fed or Gov't Aid	98,972	(98,972)	-	-	-	-	-
Total Revenue	98,972	(98,972)	-	-	-	-	-
Fund Balance	1,028	(1,028)	-	-	-	-	-

Recommended Program Funded Adjustments

Operating Transfers Out	<u>(100,000)</u>	Fund closed.
Total Requirements	<u>(100,000)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(98,972)</u>	Fund closed.
Total Revenue	<u>(98,972)</u>	
Fund Balance	<u>(1,028)</u>	

ARROWHEAD REGIONAL MEDICAL CENTER

BUDGET UNIT: TOBACCO TAX (RGA THROUGH RGR)

I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established these funds in 1989-1990 to facilitate the transfer of Tobacco Tax funds to the County hospital, Non-County hospitals and Physicians, as required by the State Department of Health Services. The funds will then be disbursed per guidelines established by the state. There is no staffing associated with this budget unit.

These funds are allocated by the state to county hospitals, non-county hospitals, and physicians to partially reimburse them for uncompensated medical services. ARMC is projected to net approximately \$2.78 million from this revenue source in 2003-04, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	2,194,832	5,598,797	4,456,462	4,848,614
Total Financing Sources	1,711,201	4,791,542	4,456,462	4,041,359
Fund Balance		807,255		807,255

The distribution schedule for these funds is three months behind. Currently, the Medical Center receives nine months of this year's allocation plus three months of the previous year allocation. The estimated revenue for 2002-03 is down since the Medical Center budgeted for fifteen months worth of revenue but will only receive revenue for a twelve-month period.

The 2002-03 estimated revenue is based on the state's allocation letter received by the Medical Center. The department's request for 2003-04 assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The state continues to reduce the amount distributed to counties for Tobacco Tax and has eliminated entirely the amount paid to physicians. These funds may be reduced even more in the future with the pending state budget crisis.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Tobacco Tax
FUND: Special Revenue RGA through RGR

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	4,456,462	5,576,367	-	-	5,576,367
Total Appropriation	4,456,462	5,576,367	-	-	5,576,367
Operating Transfers Out	-	22,430	-	-	22,430
Total Requirements	4,456,462	5,598,797	-	-	5,598,797
<u>Revenue</u>					
Use of Money & Prop	120,636	102,122	-	-	102,122
State, Fed or Gov't Aid	4,335,826	4,666,990	-	-	4,666,990
Total Revenue	4,456,462	4,769,112	-	-	4,769,112
Operating Transfers In	-	22,430	-	-	22,430
Total Financing Sources	4,456,462	4,791,542	-	-	4,791,542
Fund Balance		807,255	-	-	807,255

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Ctr - Tobacco Tax
FUND: Special Revenue RGA through RGR

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J 2003-04 Proposed Budget	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	5,576,367	(727,753)	4,848,614	-	4,848,614	-	4,848,614
Total Appropriation	5,576,367	(727,753)	4,848,614	-	4,848,614	-	4,848,614
Operating Transfers Out	22,430	(22,430)	-	-	-	-	-
Total Requirements	5,598,797	(750,183)	4,848,614	-	4,848,614	-	4,848,614
Revenue							
Use of Money & Prop	102,122	42,878	145,000	-	145,000	-	145,000
State, Fed or Gov't Aid	4,666,990	(770,631)	3,896,359	-	3,896,359	-	3,896,359
Total Revenue	4,769,112	(727,753)	4,041,359	-	4,041,359	-	4,041,359
Operating Transfers In	22,430	(22,430)	-	-	-	-	-
Total Financing Sources	4,791,542	(750,183)	4,041,359	-	4,041,359	-	4,041,359
Fund Balance	807,255	-	807,255	-	807,255	-	807,255

ARROWHEAD REGIONAL MEDICAL CENTER

Recommended Program Funded Adjustments		
Services & Supplies	(727,753)	Twelve months budgeted, only nine months from current year, three months from prior year.
Operating Transfers Out	(22,430)	Eliminate transfer among funds used to correct fund balances.
Total Requirements	(750,183)	
Revenue		
Use of Money & Prop.	42,878	Increase in interest.
State, Fed or Gov't Aid	(770,631)	Twelve months budgeted, only nine months from current year, three months from prior year.
Other Financing	(22,430)	Eliminate transfer among funds used to correct fund balances.
Total Revenue	(750,183)	
Fund Balance	-	

BEHAVIORAL HEALTH

OVERVIEW OF BUDGET

DEPARTMENT: BEHAVIORAL HEALTH

DIRECTOR: RUDY G. LOPEZ

2003-04

	<u>Appropriation</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Fund Balance</u>	<u>Staffing</u>
Behavioral Health	121,398,270	119,555,517	1,842,753	-	688.0
Alcohol & Drug	20,063,339	19,913,881	149,458	-	91.5
Special Patient	3,800	3,800		-	-
Total	141,465,409	139,473,198	1,992,211	-	779.5

BUDGET UNIT: BEHAVIORAL HEALTH (AAA MLH)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health (DBH) is responsible for providing mental health services to county residents who are either unable to afford treatment or do not live in proximity to private services. Treatment is provided to all age groups, with primary emphasis placed on treating children, families and chronically mentally ill adults (in that priority). Services are delivered throughout the county via a network of department operated clinics, community based contract providers (residential and psychiatric skilled nursing facilities and acute hospitals), public schools and other community based settings. Services include: information and referrals, community outreach, client self-help and support groups, a variety of children's programs, mentally ill homeless program, employment services, case management, crisis and transitional residential assistance, augmented board and care placements, conservatorship services, supportive housing services and client transportation assistance. The department also operates as a training setting by administering various internship programs and offering continuing education for licensed department and contractor staff.

Mental health services are principally funded by realignment funds generated from state sales tax and vehicle license fees (56%), state revenues (18%) and federal revenue (23%). The remaining three percent of revenue sources are insurance/patient fees and other miscellaneous revenue. In addition, the county must fund the required realignment revenue maintenance of effort (MOE). The department's local cost of \$1,842,753 finances the required MOE.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>	<u>Estimated</u> <u>2002-03</u>	<u>Department</u> <u>Request</u> <u>2003-04</u>
Total Requirements	94,992,130	113,215,605	118,700,131	121,398,270
Total Revenue	93,149,377	111,372,852	116,857,378	119,555,517
Local Cost	1,842,753	1,842,753	1,842,753	1,842,753
Budgeted Staffing		734.1		688.0

Workload Indicators

Inpatient Days	43,550	43,625	-	-
Habilitative Day Treatment Days	57,884	54,000	-	-
Outpatient Service Hours	540,779	517,854	-	-
Residential Days	109,597	117,000	-	-
Unduplicated Clients	34,014	32,140	-	-
Managed Care Autho/Reviews/Claims	35,804	32,848	-	-

Direct Billable Hours:

CLINIC	185,996		193,099	202,754
CONTRACT	59,402		64,861	68,104
Fee For Service	22,552		23,053	24,205
Medical Administrative Activity Hours	29,987		31,901	33,496
Quality Assurance hours	7,961		8,123	8,120
Outreach hours clinic & contract	69,506		72,402	75,764

Day Treatment Hours:

Habilitative (Clinic and Contract)	57,884		56,749	-
Intensive			-	20,800

BEHAVIORAL HEALTH

Significant variances between estimated and budget for 2002-03 existed in contract agency costs, state hospital costs and state aid.

The ARMC contract was re-negotiated which translated into an additional cost of \$5.0 million for 2002-03; increased rates more accurately reflect the cost for providing treatment at ARMC. The 2003-04 cost impact of this rate adjustment is estimated at \$5.2 million.

State hospital costs were expected to drop by 50% in the current year due to the anticipated addition of the Assertive Community Treatment (ACT) contract. ACT services enable the consumer to live in lower levels of care at a lower cost to the county. However, due to a lengthy RFP process, the ACT contract was not in place until mid-year and as a result the state hospital bed usage remained the same. The ACT contract provides services to mentally ill consumers who are high users of emergency and inpatient psychiatric services and those at risk of needing such care. DBH is actively trying to transition patients away from the higher-level setting and the 2003-04 budget reflects the anticipated change.

The 2002-03 budget included state aid for AB3632, SB90 and full Children's System of Care (CSOC) funding. AB3632 is a state mandated program for services to special education pupils (SEP) and state revenue of \$721,688 was included in the 2002-03 budget for this program. Additional funds of \$900,000 (primarily for the AB3632 program) were budgeted as SB90 revenue to cover the portion of mandated program costs beyond the budgeted revenue. The SB90 program reimburses the county for unfunded state mandated services. Funding for both these programs was eliminated from the state budget. In addition, half of the funding (\$650,000) budgeted for the CSOC program was also eliminated. CSOC provides services to seriously emotionally disturbed children at risk for out of home placement and those children already in placement who are at risk for higher levels of care. In an effort to offset the reduction in funding, the department postponed planned system upgrades (\$900,000). Realignment revenue will be used to backfill the remaining revenue losses.

Workload indicators have been changed to better reflect the activity of department staff. With regionalization in the department and a move towards the Recovery Model, the existing workload indicators did not provide a tool that could be used to measure outcomes. The department is moving away from Day Treatment Habilitative services and focusing more on providing Intensive Day Treatment. Intensive Day Treatment is designed to prevent hospitalization for high-risk consumers and places an emphasis upon assessment of consumers' activities of daily living and vocational skills, and services targeted at enhancing clients' self-sufficiency and ability to function as members of the community.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing changes include the deletion of 46.1 budgeted vacant and Extra Help positions as part of the Department's plan to reduce use of Realignment funding. The proposed budget also includes an increase of \$583,000 to fund an MOU between DBH and the Human Services System (HSS). The MOU provides for 12 HSS positions (which will be retained by HSS) for assignment to DBH clinics. These positions will enable DBH to: expand the centralized employment component to all the regions of the county, assist clients in obtaining health benefits, screen and refer potential clients to needed services.

PROGRAM CHANGES

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, appropriations have included a combination of ongoing Realignment funds as well as use of unspent Realignment fund balance. Analysis of projected revenues, as well as use of fund balance over the next two fiscal years, indicated the need to significantly reduce expenditures beginning in 2003-04 rather than attempt to make dramatic cuts in 2004-05. To better align spending with receipt of ongoing Realignment funding, this budget proposes a fiscal "glide path" which spreads cuts over two fiscal years. The 2003-04 Proposed Budget would reduce the Department's reliance upon Realignment funding by approximately \$8.0 million.

The department reduced operating costs as part of a two-year plan to decrease use of Realignment fund balance. These cost reductions include a net decrease of \$8.5 million in services and supplies expenditures primarily due to a \$6.2 million reduction in contracted services to align with 2002-03 service levels. Other reductions include \$1.1 million in equipment costs by foregoing office furniture purchases, and suspending the personal computer replenishment program. Expenditures for software were decreased by \$1.38 million. Reductions also included the

BEHAVIORAL HEALTH

redesignation of \$6.5 million in structure leases and Fee for Service Inpatient payments as Transfers to comply with recent accounting guideline changes (GASB 34). The decreases were partially offset by an increase of \$5.2 million in the contract with the Arrowhead Regional Medical Center for inpatient services. Other increases include \$1.3 million for medications provided to adult inmates (a cost previously borne by general fund allocation to the Sheriff's Department), \$961,000 in COWCAP charges, and \$550,000 for anticipated payments to Fee-For-Service providers for outpatient services to indigents in the high desert region.

State, federal and governmental aid reflects a net decrease of \$7.5 million. Approximately \$3 million in funding for CSOC, AB3632 and SB90 programs was eliminated by the state and \$527,000 in state grant funds for the Mentally Ill Offender program was discontinued (the grant program concluded). Other decreases included a \$1 million reduction in Medi-Cal FFP and a \$7.8 million reduction in use of Realignment funds. These decreases were offset by a \$2.5 million increase in EPSDT revenue, and \$525,000 in combined increased revenues for Managed Care, Homeless Recovery and Medicare. In addition, \$1.8 million was reclassified from other charges to the state, federal and governmental aid category to conform to accounting guidelines.

OTHER CHARGES

Other charges include an increase in state hospital costs of \$1.3 million. While this reflects an increase, DBH is continuing efforts to transition patients away from the higher-level setting through the previously discussed ACT contract in an effort to contain these costs. Accounting changes to Other Charges resulted in reclassifying \$1.8 million in local cost charges to the operating transfers category and \$1.8 million in local cost reimbursement (recorded as other charges) to revenue. These were offsetting entries that resulted in no overall change to other charges, but were done to conform to accounting guidelines.

Transfers out increased primarily due to the reclassification of structure leases from the services and supplies category. The reclassification will allow the funds to be transferred to Real Estate Services who will assume the responsibility for disbursing lease payments.

Operating transfers out decreased by \$1.4 million. The 2002-03 budget included \$6.0 million for the Phoenix construction project and \$2.1 million for the Bldg. H Remodel. Since the Phoenix project will be nearly complete in 2002-03, only \$400,000 was budgeted for finishing it in 2003-04. Additionally, the Bldg. H project has been delayed, resulting in only half of the project cost being budgeted for 2003-04. These project revisions resulted in a net reduction to operating transfers of \$6.7 million. The decrease was partially offset by the reclassification of Inpatient Fee-For-Service Managed Care payments of \$3.5 million from the services and supplies category to operating transfers out. In addition, \$1.8 million was reclassified from Other Charges to this category.

IV. VACANT POSITION IMPACT

The department has a total of 12.4 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	6.4	Slated for Deletion
Vacant Budgeted In Recruitment	<u>6.0</u>	Retain
Total Vacant	12.4	

BEHAVIORAL HEALTH

Vacant Position Restoration Request :

The department has submitted policy items for the restoration of the 6.4 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 4.6 vacant budgeted positions for clinic operations. This restoration is being recommended because these are difficult to recruit positions and their cost is offset by revenue.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Clinic Operations	4.6 \$545,750 Revenue Supported	These positions (3.0 Psychiatrists and 1.6 Mental Health Nurse II) perform direct client services that are necessary to maintain department revenues and performance outcomes. Restoration of these positions will enable DBH to maintain compliance with medicare and medi-cal.
	2	Administrative Support	1.8 \$101,572 Revenue Supported	Restoration of the two .5 budgeted secretaries will enable DBH to provide secretarial support to the Mental Health Commission and provide general administrative support to the department Deputy Directors. The 0.8 Mental Health Supervisor is responsible for the overall operations of an outpatient clinic and delivers direct client services, doing clinical reviews and quality assurance monitoring.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health
FUND: General AAA MLH

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

BEHAVIORAL HEALTH

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	42,532,851	42,382,851	4,629,560	-	47,012,411
Services and Supplies	63,034,403	60,740,763	11,293,437	-	72,034,200
Central Computer	550,342	550,342	(142,440)	-	407,902
Other Charges	6,726,833	2,943,804	-	-	2,943,804
Equipment	-	198,000	-	-	198,000
Transfers	<u>2,708,794</u>	<u>2,462,419</u>	<u>-</u>	<u>-</u>	<u>2,462,419</u>
Total Exp Authority	115,553,223	109,278,179	15,780,557	-	125,058,736
Reimbursements	<u>(5,988,592)</u>	<u>(4,198,074)</u>	<u>-</u>	<u>-</u>	<u>(4,198,074)</u>
Total Appropriation	109,564,631	105,080,105	15,780,557	-	120,860,662
Operating Transfers Out	9,135,500	8,135,500	-	-	8,135,500
Total Requirements	118,700,131	113,215,605	15,780,557	-	128,996,162
<u>Revenue</u>					
Current Services	256,772	289,666	-	-	289,666
State, Fed or Gov't Aid	114,916,509	109,341,375	15,780,557	-	125,121,932
Other Revenue	<u>1,684,097</u>	<u>1,741,811</u>	<u>-</u>	<u>-</u>	<u>1,741,811</u>
Total Revenue	116,857,378	111,372,852	15,780,557	-	127,153,409
Local Cost	1,842,753	1,842,753	-	-	1,842,753
Budgeted Staffing		734.1	-		734.1

GROUP: Human Services System
DEPARTMENT: Behavioral Health
FUND: General AAA MLH

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

BEHAVIORAL HEALTH

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I + J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	47,012,411	(983,681)	46,028,730	(647,322)	45,381,408	545,750	45,927,158
Services and Supplies	72,034,200	(8,573,384)	63,460,816	-	63,460,816	-	63,460,816
Central Computer	407,902	-	407,902	-	407,902	-	407,902
Other Charges	2,943,804	1,160,421	4,104,225	-	4,104,225	-	4,104,225
Equipment	198,000	(198,000)	-	-	-	-	-
Transfers	2,462,419	2,287,920	4,750,339	-	4,750,339	-	4,750,339
Total Exp Authority	125,058,736	(6,306,724)	118,752,012	(647,322)	118,104,690	545,750	118,650,440
Reimbursements	<u>(4,198,074)</u>	<u>101,579</u>	<u>(4,096,495)</u>	<u>-</u>	<u>(4,096,495)</u>	<u>-</u>	<u>(4,096,495)</u>
Total Appropriation	120,860,662	(6,205,145)	114,655,517	(647,322)	114,008,195	545,750	114,553,945
Operating Transfers Out	<u>8,135,500</u>	<u>(1,392,747)</u>	<u>6,742,753</u>	<u>-</u>	<u>6,742,753</u>	<u>-</u>	<u>6,742,753</u>
Total Requirements	128,996,162	(7,597,892)	121,398,270	(647,322)	120,750,948	545,750	121,296,698
Revenue							
Current Services	289,666	(21,167)	268,499	-	268,499	-	268,499
State, Fed or Gov't Aid	125,121,932	(7,539,322)	117,582,610	(647,322)	116,935,288	545,750	117,481,038
Other Revenue	1,741,811	(37,403)	1,704,408	-	1,704,408	-	1,704,408
Total Revenue	127,153,409	(7,597,892)	119,555,517	(647,322)	118,908,195	545,750	119,453,945
Local Cost	1,842,753	-	1,842,753	-	1,842,753		1,842,753
Budgeted Staffing	734.1	(46.1)	688.0	(6.4)	681.6	4.6	686.2

BEHAVIORAL HEALTH

Base Year Adjustments

Salaries and Benefits	1,418,575	MOU.
	2,300,215	Retirement.
	643,249	Risk Mgmt Worker's comp.
	267,521	Full year funding for West Valley Detention Center mid-year minute order #79.
	<u>4,629,560</u>	
Services and Supplies	11,076,579	EPSDT Minute order #60 dated January 14, 2003.
	225,752	Risk Management Liabilities.
	(8894)	Incremental Change in EHAP.
	<u>11,293,437</u>	
Central Computer	<u>(142,440)</u>	
Subtotal Base Year Appropriation	<u>15,780,557</u>	Increase Medical, EPSDT and Realignment.
Revenue	5,538,289	Increase in Medi-Cal for EPSDT contracts (Minute order #60).
	5,538,290	Increase in Realignment in lieu of state EPSDT revenue (Minute order #60).
	4,703,978	Increased Realignment required to fund base year adjustments.
	<u>15,780,557</u>	
Subtotal Base Year Revenue	<u>15,780,557</u>	
Subtotal Base Year Local Cost	<u>-</u>	

BEHAVIORAL HEALTH

Recommended Program Funded Adjustments		
Salaries and Benefits	583,854	ESS positions from HSS MOU.
	(1,567,535)	Reduction of 46.1 positions.
	<u>(983,681)</u>	
Services and Supplies	5,201,000	ARMC contract increase.
	1,300,000	Medication for incarcerated adults.
	(3,500,000)	Fee-for-Service Inpatient payments now being paid out of operating transfers out.
	(3,083,909)	Real Estate services will be assuming responsibility for rents/lease payments. The budget has been recategorized to intra-fund transfers.
	(1,380,669)	Software reduction. Removed plans to upgrade the existing client data system.
	(1,117,256)	Reduce equipment; 1/3 PC replenishment has been put on hold and furniture orders are expected to be reduced significantly in 2003-04.
	961,137	COWCAP increase.
	(600,000)	Align budget with current year actuals for Fee-for-Service contracts.
	(468,247)	Reduction in incorporated MD contracts.
	(217,085)	Reduce professional fees.
	550,000	Anticipated Fee-for-Service provider payments for indigent services. This was not budgeted in 2002-03.
	135,097	Increase malpractice insurance.
	(100,000)	Decrease motor pool.
	(6,284,513)	Reduction in contracted services to 2002-03 levels.
	31,061	Miscellaneous changes.
	<u>(8,573,384)</u>	
Other Charges	1,324,961	Increase state hospitals costs.
	(164,540)	Reduction in interim assistance for clients.
	(1,842,753)	Local cost accounting change now reflected as operating transfers out.
	1,842,753	Local cost accounting change now reflected in revenue.
	<u>1,160,421</u>	
Equipment	<u>(198,000)</u>	No new equipment budgeted.
Transfers	2,903,909	Real Estate Services will be assuming responsibility for rents/lease payments. Previously budgeted in services and supplies.
	28,536	HSS Administration increase.
	127,271	EHAP costs.
	2,511	HRD salary and benefit cost increases.
	(500,000)	Eliminated reimbursement to the alcohol & Drug Program for aftercare services.
	(274,307)	Reduction in transfers to Public Health and Probation due to loss of CSOC funding.
	<u>2,287,920</u>	
Reimbursements	101,579	Reduction in interagency agreements.
	<u>101,579</u>	
Total Appropriation	<u>(6,205,145)</u>	
Operating Transfers Out	(5,635,500)	Phoenix construction project near completion.
	(1,100,000)	Reduce Building H project.
	1,842,753	Local cost accounting change. Reclassed from other charges.
	3,500,000	Fee-for-service Inpatient payments, formerly paid out of services and supplies.
	<u>(1,392,747)</u>	
Total Requirements	<u>(7,597,892)</u>	
Revenue		
Current Services	<u>(21,167)</u>	Anticipated decrease in patient pay and insurance.
State, Fed or Gov't Aid	(1,300,000)	CSOC funding eliminated.
	(721,668)	AB3632 funding eliminated.
	(900,000)	SB90 funding eliminated.
	(527,107)	Elimination of MIOCR I (SPAN) grant.
	(1,091,581)	Reduction in Medical FFP.
	173,553	Estimated increase in Medicare revenue.
	2,510,405	Change to EPSDT program base.
	(7,847,773)	Decrease realignment.
	104,809	State allocation increase for homeless program.
	247,960	State allocation increase for managed care program.
	1,842,753	Local cost accounting change reclassified from other charges.
	(30,673)	Miscellaneous.
	<u>(7,539,322)</u>	
Other Revenue	<u>(37,403)</u>	Reduction due to state-wide budget cuts.
Total Revenue	<u>(7,597,892)</u>	
Local Cost	<u>-</u>	

BEHAVIORAL HEALTH

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	8.0	6.4	647,322	647,322	-
Vacant Budgeted In Recruitment - Retain	9.0	6.0	295,666	295,666	-
Total Vacant	17.0	12.4	942,988	942,988	-
Recommended Restoration of Vacant Deleted	5.0	4.6	545,750	545,750	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<u>Vacant Budgeted Not In Recruitment</u>					
<i>Mental Health Clinic Superv.</i>	7832	(0.8)	(61,994)	(61,994)	-
<i>Secretary I</i>	4458	(0.5)	(19,789)	(19,789)	-
<i>Secretary I</i>	5659	(0.5)	(19,789)	(19,789)	-
Subtotal Recommended - Delete		(1.8)	(101,572)	(101,572)	-
<i>Mental Health Nurse II</i>	4184	(0.8)	(51,597)	(51,597)	-
<i>Mental Health Nurse II</i>	6218	(0.8)	(51,597)	(51,597)	-
<i>Psychiatrist</i>	3709	(1.0)	(123,606)	(123,606)	-
<i>Psychiatrist</i>	3714	(1.0)	(195,344)	(195,344)	-
<i>Psychiatrist</i>	6798	(1.0)	(123,606)	(123,606)	-
Subtotal Recommended - Retain		(4.6)	(545,750)	(545,750)	-
Total Slated for Deletion		(6.4)	(647,322)	(647,322)	-
<u>Vacant Budgeted In Recruitment - Retain</u>					
<i>Clinical Therapist I</i>	926	0.5	25,305	25,305	-
<i>Clinical Therapist I</i>	10393	0.5	29,944	29,944	-
<i>Clinical Therapist I</i>	11623	0.5	30,396	30,396	-
<i>Clinical Therapist I</i>	17130	0.5	29,944	29,944	-
<i>Clinical Therapist I</i>	5482	0.5	29,944	29,944	-
<i>General Services Worker II</i>	73338	0.5	12,996	12,996	-
<i>Psychiatric Tech I</i>	14933	1.0	43,111	43,111	-
<i>Secretary II</i>	14931	1.0	41,740	41,740	-
<i>Social Worker II</i>	75536	1.0	52,286	52,286	-
Total in Recruitment - Retain		6.0	295,666	295,666	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

BEHAVIORAL HEALTH

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/Human Services Budget Code: AAA MLH

Title: MLH Staffing Plan – Clinical Positions

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

These clinical positions of psychiatrists, clinical therapists and nurses perform direct, billable, client services which are necessary to maintain department revenues and performance outcomes. These clinical positions are licensed staff needed to perform specific outpatient clinical functions. Each DBH clinic certified for Medicare and Medi-cal services must have a mix of licensed professional staff. Restoration of these positions will enable DBH to maintain compliance with Medicare and Medi-Cal. DBH requests the ability to maintain these clinical positions in order to immediately place candidates. DBH is in constant competition with surrounding mental health service delivery systems. Having this small pool of vacant civil service positions provides a competitive edge for offering and filling vacancies. The administrative delay of 3 to 4 weeks to obtain Board approval may result in DBH losing these licensed staff to other employers. DBH is currently aware of three psychiatrists who are interested in these vacant positions. All of these positions generate revenues by delivering direct client services, doing clinical case reviews, peer reviews, and quality assurance monitoring

	2003-04	Ongoing 2004-05
APPROPRIATION		
Salaries & Benefits (attach additional page if required)	\$ 545,750	\$ 571,548

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
0.8	Mental Health Nurse II (04184)	51,597
0.8	Mental Health Nurse II (06218)	51,597
1.0	Psychiatrist (03709)	123,606
1.0	Psychiatrist (03714)	195,344
1.0	Psychiatrist (06798)	123,606

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 545,750 \$ 571,548

REVENUE (specify source)

Medi-Cal	163,725	171,464
Realignment	382,025	400,084
_____	_____	_____
Total:	\$ 545,750	\$ 571,548

LOCAL COST \$ 0 \$ 0

BEHAVIORAL HEALTH

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/Human Services Budget Code: AAA MLH
 Title: MLH Staffing Plan – Admin Positions

PRIORITY: Rank 2 of 2 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The MH Clinic Supervisor is responsible for one or more of DBH's outpatient clinics. This position is responsible for the overall administration of the clinic and provides clinical supervision of pre-licensed staff. Also, Clinic supervisors carry a small client caseload. This position generates revenues by delivering direct client services, doing clinical case reviews, and quality assurance monitoring.

The Secretary I positions provide secretarial and administrative support for the Mental Health Commission and the whole Department. The Mental Commission has 17 members who meet once a month at various locations around the County. The Commission is subject to the Brown Act and relies on the department's clerical staff to ensure compliance for the monthly processing of its agenda, meeting minutes, public announcements, etc. The other department-wide clerical workload responsibilities are processing Educational Assistance Proposals for all staff; ongoing maintenance annual updating of the department's Standard Practice Manual; supporting DBH's Deputy Directors, and providing back up support to the Mental Health Commission, the Medical Services staff, the Safety Officer, and the Director's office.

	2003-04	Ongoing 2004-05
APPROPRIATION		
Salaries & Benefits (attach additional page if required)	\$ 101,572	\$ 156,648

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	MH Clinic Supervisor (07832)	61,994
0.5	Secretary I (04458)	19,789
0.5	Secretary 1 (05659)	19,789

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 101,572 \$ 156,648

REVENUE (specify source)

Medi-Cal	18,598	23,248
Realignment	82,974	133,400
_____	_____	_____

Total: \$ 101,572 \$ 156,648

LOCAL COST \$ 0 \$ 0

BEHAVIORAL HEALTH

BUDGET UNIT: ALCOHOL AND DRUG ABUSE SERVICES (AAA ADS)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health's Alcohol and Drug Abuse Services consist of comprehensive substance abuse prevention and treatment programs for county residents. Services are provided by 6 county operated clinics and 30 to 40 contractors depending on the number of responses to RFPs. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,000 clients are served and over 73,000 hours of prevention services are performed.

Services are primarily provided to clients who are indigent or receiving Medi-Cal. A small number of cases are private pays. ADS programs are principally funded by federal revenue (65%), state revenue (13%) and Medi-Cal (9%). To remain eligible for the state and federal funds, the county is required to provide a 10% match of state revenue. The department's local cost of \$149,458 funds the required match. The department also receives reimbursements (\$6.2 million) from other county departments. The two primary reimbursements are for services provided to the Human Services System (HSS) CalWorks program (\$1.4 million) and the Proposition 36 – Substance Abuse and Crime Prevention Act program (\$4 million).

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	17,624,241	24,784,682	20,318,461	20,063,339
Total Sources	17,414,932	24,577,582	20,119,645	19,913,881
Local Cost	209,309	207,100	198,816	149,458
Budgeted Staffing		100.9		91.5
<u>Workload Indicators</u>				
Drug Abuse Prevention Hours	88,768	80,000	73,937	73,000
Residential Treatment Clients	2,496	2,800	2,391	2,300
Outpatient Treatment Clients	7,886	8,800	10,058	9,500
Methadone Treatment Clients	854	1,200	1,259	1,259

The variances between the 2001-02 actual and budget for 2002-03 were due in part to the difficulty in filling budgeted positions and high staff turnover. In addition, the treatment costs related to the Proposition 36 program did not materialize as initially projected.

The estimated total appropriations reflect a \$4.4 million decrease from the budget for 2002-03. This variance includes a reduction in salary and benefits (\$800,000) as the department held positions vacant due to the uncertainty of the state budget. In addition, services and supplies decreased by \$900,000 as a result of the department postponing the purchase of software and a decrease in contract costs. The remaining variance is due to the reclassification of \$2.4 million in revenue to reimbursements thus reducing both revenue and total appropriations.

The prevention hours were below budget due to county clinics devoting more time to outpatient services. Residential services declined and outpatient services increased due to an effort to place clients in a less costly outpatient service mode. However, the 2003-04 budget reflects a decrease in services to outpatient clients when compared to the 2002-03 estimate. This is due to funding limitations. Methadone services are long term programs and the number of clients served is limited by the licensed capacity.

BEHAVIORAL HEALTH

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Salaries and benefit program changes reflect a decrease of \$397,701 from the Board approved base budget. The Board approved base budget initially reflected increased salary and benefit costs due to employee MOUs. Since then, the department defunded 9.4 vacant positions; that budgetary savings will now offset the majority of increased MOU costs.

PROGRAM CHANGES

The reduction to services and supplies is due primarily to contract reductions of 6% (\$1,058,262) which reflects the net reduction of available funding. Program funding decreased by approximately \$1.6 million reflecting a reduction in CalWorks reimbursements due to HSS funding limitations. In addition, \$500,000 in reimbursements for aftercare services was eliminated due to a reduction in the Behavioral Health realignment sales tax and vehicle license fee revenue. These reductions were partially offset by an increase in funding from the State Department of Alcohol and Drug and special revenue funds.

OTHER CHANGES

There were several reclassifications of revenue to reimbursements and reimbursements to revenue as required by accounting guidelines (GASB 34). Reclassifications between categories do not impact overall funding. However, the funding for several programs in these classifications varied from 2002-03 to 2003-04 (CalWorks funding decreased by \$1.6 million) resulting in a net decrease in these categories of \$1.8 million. All funding changes were discussed in the Program Changes section above.

IV. VACANT POSITION IMPACT

The department has a total of 11.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not in Recruitment	7.8	Slated for Deletion
Vacant Budgeted in Recruitment	<u>4.0</u>	Retain
Total Vacant	11.8	

Vacant Position Restoration Request

The department has submitted one policy item requesting restoration of 7.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends restoration of the positions as the cost is funded by federal block grants passed through the State Department of Alcohol and Drug Programs.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Alcohol and Drug	7.8 \$352,815 Revenue Supported	4.0 Social Worker IIs, 1.0 Clinical Therapists, and 1.0 Alcohol and Drug Counselor provide direct client services. The .8 Public Service Employee positions are part of the Social Worker Internship Program which is a valuable recruitment tool for the department. All of the requested positions are fully funded by federal/state revenue (Alcohol & Drug Program Block Grants).

V. OTHER POLICY ITEMS

None

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Substance Abuse
FUND: General AAA ADS

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	4,310,093	5,155,322	423,139	-	5,578,461
Services and Supplies	20,195,726	21,373,845	(65,565)	-	21,308,280
Equipment	-	-	-	-	-
Transfers	814,000	814,000	-	-	814,000
Total Exp Authority	25,319,819	27,343,167	357,574	-	27,700,741
Reimbursements	(5,001,358)	(2,558,485)	-	-	(2,558,485)
Total Appropriation	20,318,461	24,784,682	357,574	-	25,142,256
<u>Revenue</u>					
Current Services	215,982	4,041,502	-	-	4,041,502
State, Fed or Gov't Aid	15,805,459	16,437,876	415,216	-	16,853,092
Other Revenue	125,000	125,000	-	-	125,000
Total Revenue	16,146,441	20,604,378	415,216	-	21,019,594
Operating Transfer In	3,973,204	3,973,204	-	-	3,973,204
Total Financing Sources	20,119,645	24,577,582	415,216	-	24,992,798
Local Cost	198,816	207,100	(57,642)	-	149,458
Budgeted Staffing		100.9			100.9

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Substance Abuse
FUND: General AAA ADS

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	5,578,461	(397,701)	5,180,760	(352,815)	4,827,945	352,815	5,180,760
Services and Supplies	21,308,280	(1,073,678)	20,234,602	-	20,234,602	-	20,234,602
Equipment	-	-	-	-	-	-	-
Transfers	814,000	36,039	850,039	-	850,039	-	850,039
Total Exp Authority	27,700,741	(1,435,340)	26,265,401	(352,815)	25,912,586	352,815	26,265,401
Reimbursements	(2,558,485)	(3,643,577)	(6,202,062)	-	(6,202,062)	-	(6,202,062)
Total Appropriation	25,142,256	(5,078,917)	20,063,339	(352,815)	19,710,524	352,815	20,063,339
Revenue							
Current Services	4,041,502	(3,825,520)	215,982	-	215,982	-	215,982
State, Fed or Gov't Aid	16,853,092	439,807	17,292,899	(352,815)	16,940,084	352,815	17,292,899
Other Revenue	125,000	-	125,000	-	125,000	-	125,000
Total Revenue	21,019,594	(3,385,713)	17,633,881	(352,815)	17,281,066	352,815	17,633,881
Operating Transfers In	3,973,204	(1,693,204)	2,280,000	-	2,280,000	-	2,280,000
Total Financing Sources	24,992,798	(5,078,917)	19,913,881	(352,815)	19,561,066	352,815	19,913,881
Local Cost	149,458	-	149,458	-	149,458		149,458
Budgeted Staffing	100.9	(9.4)	91.5	(7.8)	83.7	7.8	91.5

BEHAVIORAL HEALTH

Base Year Adjustments		
Salaries and Benefits	<u>423,139</u>	MOU and retirement increases.
Services and Supplies	(8,284)	4% Spend Down Plan.
	(7,923)	Risk Management and EHAP reductions.
	<u>(49,358)</u>	Approved local cost reduction.
	<u>(65,565)</u>	
Subtotal Base Year Appropriation	<u>357,574</u>	
Subtotal Base Year Revenue	415,216	Increase in state and federal funding from the State Dept of Alcohol and Drug .
	<u></u>	
Subtotal Base Year Local Cost	<u>(57,642)</u>	

Recommended Program Funded Adjustments		
Salaries and Benefits	<u>(397,701)</u>	Deleted 9.4 vacant positions due to funding reductions.
Services and Supplies	(1,058,262)	Reduction of contracted services due to net loss of available funding.
	(15,416)	Miscellaneous service and supplies adjustments due to funding reductions.
	<u>(1,073,678)</u>	
Transfers	17,493	EHAP cost previously budgeted in services and supplies.
	18,546	Increase in drug court administration costs.
	<u>36,039</u>	
Reimbursements	(1,417,427)	Reclassification from revenue to reimbursement for CalWorks services .
	(670,000)	Reclassification from revenue to reimbursement for DCS/CPS services .
	(3,973,204)	Reclassification from operating transfer to reimbursement for Substance Abuse & Crime Prevention Act (SACPA) services .
	1,924,554	Reclassification from reimbursement to operating transfers for transfer from special revenue funds.
	500,000	Loss of reimbursement from DBH for aftercare services.
	(7,500)	Increase in reimbursement from Probation Dept for the Repeat Offender Program.
	<u>(3,643,577)</u>	
Total Appropriation	<u>(5,078,917)</u>	
Revenue		
Current Services	(3,760,520)	Reclassification of CalWorks/DCS to transfers In. (CalWorks \$3,090,520, and DCS \$670,000).
	(65,000)	Payments under the CARRS program no longer available to ADS.
	<u>(3,825,520)</u>	
State, Fed or Gov't Aid	<u>439,807</u>	This is based on the preliminary allocation from the State Department of Alcohol & Drug.
Total Revenue	<u>(3,385,713)</u>	
Operating Transfers In	(1,693,204)	Net of reclassing special revenue funds from revenue to op transfers \$2,280,000 and SACPA to reimbursements (\$3,973,204).
	<u></u>	
Total Financing Sources	<u>(5,078,917)</u>	
Local Cost	<u>-</u>	

BEHAVIORAL HEALTH

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	10	7.8	352,815	352,815	-
Vacant Budgeted In Recruitment - Remain	6	4.0	195,817	195,817	-
Total Vacant	16	11.8	548,632	548,632	-
Recommended Restoration of Vacant Deleted	10	7.8	352,815	352,815	

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Subtotal Recommended - Delete		-	-	-	-
<i>Clinical Therapist I</i>	7629	(0.5)	(30,614)	(30,614)	-
<i>Social Worker II</i>	12652	(1.0)	(57,017)	(57,017)	-
<i>Clinical Therapist I</i>	13885	(0.5)	(30,614)	(30,614)	-
<i>Alcohol & Drug Counselor</i>	14488	(1.0)	(50,042)	(50,042)	-
<i>Social Worker II</i>	70513	(1.0)	(54,586)	(54,586)	-
<i>Social Worker II</i>	75534	(1.0)	(54,586)	(54,586)	-
<i>Social Worker II</i>	15822	(1.0)	(47,957)	(47,957)	-
<i>Public Service Employee</i>	94428	(0.6)	(9,133)	(9,133)	-
<i>Public Service Employee</i>	94430	(0.6)	(9,133)	(9,133)	-
<i>Public Service Employee</i>	94679	(0.6)	(9,133)	(9,133)	-
Subtotal Recommended - Retain		(7.8)	(352,815)	(352,815)	-
Total Slated for Deletion		(7.8)	(352,815)	(352,815)	-

Vacant Budgeted In Recruitment - Retain

<i>Social Worker II</i>	8177	1.0	50,042	50,042	-
<i>Clinical Therapist I</i>	5474	0.5	31,983	31,983	-
<i>Clinical Therapist I</i>	12662	1.0	58,899	58,899	-
<i>Child Care Teacher</i>	16880	0.5	18,110	18,110	-
<i>Child Care Teacher</i>	16883	0.5	18,673	18,673	-
<i>Child Care Teacher</i>	73348	0.5	18,110	18,110	-
Total in Recruitment Remain		4.0	(195,817)	(195,817)	-

POLICY DESCRIPTION FORM

Department/Group: Behavioral Health/HSS Budget Code: AAA ADS
 Title: Substance Abuse Prevention and Treatment Services

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This item is 100% funded with federal block grant funds passed through the State Department of Alcohol and Drug Programs. There is no local cost. These positions were held vacant due to the uncertainty of the state budget. Substance abuse prevention and treatment services can result in significant savings to other county systems, particularly the judicial and health systems.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 352,815	\$ 370,455

CLASSIFICATIONS

Budgeted Staff	Title	Amount
4.0	Social Worker II	214,146
1.0	Clinical Therapist I	61,228
1.0	Alcohol & Drug Counselor	50,042
1.8	Public Service Employee	27,399

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 352,815 \$ 370,455

REVENUE (specify source)

Federal Block Grant passed through State ADP	352,815	370,455

Total: \$ 352,815 \$ 370,455

LOCAL COST \$ 0 \$ 0

BEHAVIORAL HEALTH

BUDGET UNIT: SPECIAL PATIENT ACCOUNT (RMC MLH)

I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the Special Patient Account to monitor funds set aside for special purposes. Revenues from vending machines, donations, and Adopt-a-Duck are used for therapy supplies, poster contest awards, and other items. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	12,583	12,583	3,800
Total Revenue	1,251	1,000	1,000	3,800
Fund Balance		11,583	-	-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

Services and supplies decreased by a net \$8,783. This represents a decrease in special departmental expenses. Revenues increased due to anticipated additional Adopt-a-Duck funds.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Special Patient Account
FUND: Special Revenue RMC MLH

FUNCTION: Health & Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	<u>12,583</u>	<u>12,583</u>	<u>-</u>	<u>-</u>	<u>12,583</u>
Total Appropriation	12,583	12,583	-	-	12,583
<u>Revenue</u>					
Other Revenue	<u>1,000</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Total Revenue	1,000	1,000	-	-	1,000
Fund Balance		11,583	-	-	11,583

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Special Patient Account
FUND: Special Revenue RMC MLH

FUNCTION: Health & Sanitation
ACTIVITY: Health Care

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I + J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	12,583	(8,783)	3,800	-	3,800	-	3,800
Total Appropriation	12,583	(8,783)	3,800	-	3,800	-	3,800
Revenue							
Other Revenue	1,000	2,800	3,800	-	3,800	-	3,800
Total Revenue	1,000	2,800	3,800	-	3,800	-	3,800
Fund Balance	11,583	(11,583)	-	-	-	-	-

Recommended Program Funded Adjustments

Services and Supplies	<u>(8,783)</u>	Reduce special deptmental expense to align with available funding.
Total Appropriation	<u>(8,783)</u>	
Revenue		
Other Revenue	<u>2,800</u>	Increase in anticipated donations.
Total Revenue	<u>2,800</u>	
Fund Balance	<u>(11,583)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: CHILD SUPPORT SERVICES
DIRECTOR: CORY NELSEN
BUDGET UNIT: AAA DCS

I. GENERAL PROGRAM STATEMENT

Title IV-D of the Federal Social Security Act, which was originally enacted in 1975, governs the County Child Support Enforcement Program. Federal regulations require that the program be administered at the state level by a single agency which, in turn, may contract with counties to conduct the enforcement program. Federal financial participation consists of payment of 66% of program costs and payment of graduated incentives to states for meeting program objectives. The balance of allowable county expenditures is reimbursed by the state. Basic program activities include locating absent parents, establishment of paternity, establishment of support orders pursuant to state guidelines, enforcement of support obligations, modification of support obligations when needed, and collection and distribution of support payments.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	31,995,423	40,798,946	39,919,834	39,889,326
Total Revenue	31,914,757	40,798,946	39,919,834	39,889,326
Local Cost	80,666	-	-	-
Budgeted Staffing		649.7		565.0
<u>Workload Indicators</u>				
Collections	\$123,250,485	\$141,130,000	\$130,000,000	\$135,000,000
Open Cases	166,987	151,000	168,000	160,000
Cases per Officer	732	583	757	650

The department submitted a Capital Improvement Plan (CIP) to address cramped working conditions and the lack of needed expansion space at the current Child Support facility in Victorville. A space request for 33,266 square feet was approved by the CAO and the Board of Supervisors approved a Request for Proposals on July 10, 2001. Subsequently, the Board of Supervisors approved the lease on September 24, 2002 with an expected occupancy date of January 2004. The additional space will allow for adequate interview bays, a phlebotomist area as well as sufficient space to increase staff to address current and anticipated caseloads.

The one-time costs associated with this project were estimated and budgeted in 2002-03. They include approximately \$900,000 for workstations, office furniture and seating for approximately 198 staff, interview bays and lobby space for clients, and sufficient file space for approximately 90,000 case files. Large office equipment, Cisco switches and servers were budgeted in fixed assets and estimated at \$320,000. Other communication/data equipment such as patch panels, digital phone instruments and infrastructure costs such as T-1 lines have been budgeted in services and supplies and are estimated at approximately \$750,000. All costs associated with this project are currently being addressed by the department working in conjunction with HSS Information and Technology Support Division, ISD and HSS Administrative Support Division and should be fully expended within 2002-03.

The Department of Child Support Services has historically had difficulties with high employee turnover and the ability to fill budgeted positions, which has negatively impacted the department's ability to fully expend state allocations. Working closely with Human Resources, the department has streamlined the recruitment process resulting in a significant increase in filled positions for 2002-03.

The Child Support program is a state and federal reimbursement program and revenues have been adjusted to reflect actual expenditures.

CHILD SUPPORT SERVICES

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Changes in budgeted staffing decreased by a net of 84.7 budgeted positions due to increased MOU-related costs, staffing reclassifications from 2001-02 per Board item #02-045 dated May 21, 2002, and an anticipated decrease in state funding for 2003-04.

Net reduction of 3.0 in budgeted staffing due to reclassifications:

- Reclass from 1.0 Supervising Child Support Field Investigator, 2.0 Child Support Field Investigators, 5.0 Investigative Technicians and 3.0 Clerk IIIs to 11.0 Child Support Officer Is.
- Reclass from 8.0 Clerk IIIs and 6.0 Clerk IIs, reclass to 14.0 Child Support Assistants; reclass from 3.0 Clerk IVs, reclass to 3.0 Staff Aides; reclass from 1.0 Clerk IVs and 1.0 Chief Clerk to 2.0 Secretary Is.

Of these reclassified positions, 2.0 Child Support Assistants and 1.0 Staff Aide were eliminated due to funding restrictions.

Net reduction of 32.7 in budgeted staffing due to new positions that were requested in the 2002-03 budget but not funded in 2003-04 due to funding shortages: 11.3 Child Support Officer Is, 1.4 Child Support Officer IIs, 6.4 Child Support Assistants, 6.0 Fiscal Clerk IIs, 6.0 Clerk IIIs and 1.6 Supervising Child Support Officers.

Net reduction of 81.0 in budgeted staffing for vacant positions being deleted due to elimination of the vacancy factor are: 12.0 Child Support Officer IIs, 10.0 Child Support Assistants, 33.0 Child Support Officer Is, and 26.0 Clerk IIs.

Net reduction of 66.0 in budgeted staffing for positions that are vacant and being eliminated are: 1.0 Supervising Child Support Officer, 5.0 Automated Systems Technicians, 1.0 Automated Systems Analyst, 8.0 Child Support Assistants, 1.0 Assistant Operations Manager, 1.0 Compliance Officer, 1.0 Operations Manager, 1.0 Media Specialist, 4.0 Staff Development Specialists, 1.0 Chief Clerk, 3.0 Clerk IIs, 2.0 Clerk IVs, 1.0 Executive Secretary, 3.0 Investigative Technicians, 4.0 Paralegals, 1.0 Fiscal Clerk II, 1.0 Clerk III, 6.0 Child Support Officer Is, and 21.0 Child Support Officer IIs.

One Deputy District Attorney IV position has been funded in 2003-04; this position was actually underfilled in June 2002 by a Child Support Attorney III.

Net reduction of 21.0 in budgeted staffing due to the deletion of all extra help positions. Ten Fiscal Clerk II positions and 11.0 Public Service Employees have been eliminated.

The vacancy factor of 118.0 has been eliminated.

PROGRAM CHANGES

Salaries and benefits are expected to increase due to MOU provisions and increased retirement contributions, even though budgeted positions have decreased by 84.7 positions. Given budget constraints, all overtime will be suspended effective July 1, 2003 and all vacant and extra help positions have been eliminated.

The state budget crisis has forced the department to reallocate and realign resources to salaries and benefits where it is needed most. In 2002-03 approximately \$2.1 million was allocated in services and supplies and fixed assets for one-time expenditures for a build-to-suit facility in the high desert near the Victorville courthouse. This allocation has been moved to fund projected increases in salaries and benefits for 2003-04.

Other major budget changes include COWCAP increases of \$76,052, as well as decreases totaling approximately \$100,000 in hardware and software expenditures, training, and other services and supplies categories. Temporary help was reduced by \$100,000 to \$0 for 2003-04. Effective 2002-03, the department suspended use of all temporary help services to ensure compliance with County policies. These expenditure reductions will assure a budget that is cost effective.

In addition to reductions in services and supplies, no fixed asset equipment purchases have been budgeted for 2003-04.

CHILD SUPPORT SERVICES

Interfund transfers out have increased overall by approximately \$495,651. These changes represent increases in EHAP costs (GASB 34 Accounting Change), HSS ITSD and Administration costs, and an expected increase of \$369,408 in lease costs due primarily to the new Victorville facility.

The Child Support Services program is 100% funded by state and federal reimbursement. Revenue has been reduced to reflect budgeted reductions in allocations.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in its 2003-04 Department Request Budget. This position is as follows:

Vacant Budget Not in Recruitment	1.0	Slated for Deletion
Vacant Budgeted in Recruitment	<u>0.0</u>	
Total Vacant	1.0	

Vacant Position Restoration Request:

The department has submitted one policy item for the restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant budgeted Staff Analyst II position. This restoration is being recommended because the incumbent is temporarily assigned to a vacant higher position. The position is 100% federally and state funded. There is no local cost.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Administration	1.0 \$73,524 Revenue Supported	Incumbent currently assigned to vacant higher position. Recruitment for higher level position anticipated in May 2003.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Child Support Services
 FUND: General AAA DCS

FUNCTION: Public Protection
 ACTIVITY: Child Support

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	28,176,286	28,712,774	878,606	-	29,591,380
Services and Supplies	8,502,172	8,536,938	(1,719,475)	-	6,817,463
Central Computer	481,047	481,047	(119,416)	-	361,631
Equipment	112,142	420,000	(420,000)	-	-
Other Charges	<u>2,648,187</u>	<u>2,648,187</u>	<u>470,665</u>	<u>-</u>	<u>3,118,852</u>
Total Appropriation	39,919,834	40,798,946	(909,620)	-	39,889,326
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>39,919,834</u>	<u>40,798,946</u>	<u>(909,620)</u>	<u>-</u>	<u>39,889,326</u>
Total Revenue	39,919,834	40,798,946	(909,620)	-	39,889,326
Local Cost		-	-	-	-
Budgeted Staffing		649.7			649.7

GROUP: Human Services System
DEPARTMENT: Child Support Services
FUND: General AAA DCS

FUNCTION: Public Protection
ACTIVITY: Child Support

CHILD SUPPORT SERVICES

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	29,591,380	(139,447)	29,451,933	(73,524)	29,378,409	73,524	29,451,933
Services and Supplies	6,817,463	114,461	6,931,924	-	6,931,924	-	6,931,924
Central Computer	361,631	-	361,631	-	361,631	-	361,631
Equipment	-	-	-	-	-	-	-
Transfers	3,118,852	24,986	3,143,838	-	3,143,838	-	3,143,838
Total Appropriation	39,889,326	-	39,889,326	(73,524)	39,815,802	73,524	39,889,326
<u>Revenue</u>							
State, Fed or Gov't Aid	<u>39,889,326</u>	<u>-</u>	<u>39,889,326</u>	<u>(73,524)</u>	<u>39,815,802</u>	<u>73,524</u>	<u>39,889,326</u>
Total Revenue	39,889,326	-	39,889,326	(73,524)	39,815,802	73,524	39,889,326
Local Cost	-	-	-	-	-		
Budgeted Staffing	649.7	(84.7)	565.0	(1.0)	564.0	1.0	565.0

CHILD SUPPORT SERVICES

Base Year Adjustments		
Salaries and Benefits	971,848	MOU.
	1,734,620	Retirement.
	55,927	Worker's Compensation.
	(1,883,789)	Decreases in staffing due to reduced funding.
	<u>878,606</u>	
Services and Supplies	(1,682,623)	Decreases due to elimination of one-time costs in 2002-03 for Victorville.
	(12,095)	Risk Management liabilities.
	(24,757)	Other decreases.
	<u>(1,719,475)</u>	
Central Computer	<u>(119,416)</u>	
Equipment	<u>(420,000)</u>	One-time costs in 2002-03 due to Victorville.
Transfers	470,665	Increase in transfers due to additional lease costs for Victorville, Rancho, Redlands offices.
Total Appropriation	<u>(909,620)</u>	Decrease in appropriations to match expenditures.
Total Revenue	<u>(909,620)</u>	Decrease in revenue to match appropriations.
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments		
Salaries & Benefits	<u>(139,447)</u>	Net decrease due to staffing reductions.
Services & Supplies	76,052	COWCAP increase.
	(189,832)	Decrease in hardware purchases for 2003-04.
	295,151	Increase of \$231,151 to professional services (15%) + \$64,000 estimated for case file process
	<u>(66,910)</u>	Net decreases in miscellaneous service and supplies categories.
	<u>114,461</u>	
Transfers	<u>24,986</u>	Net increase in ISF department costs.
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment-Delete	1	1.0	73,524	73,524	-
Vacant Budgeted in Recruitment - Remain	-	-	-	-	-
Total Vacant	1	1.0	73,524	73,524	-
Recommended Restoration of Vacant Deleted	1	1.0	73,524	73,524	-

CHILD SUPPORT SERVICES

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Note: If position is seasonal indicate next to Classification (Seasonal - May through August)					
Vacant Budgeted Not In Recruitment					
<i>Staff Analyst II</i>	16016	(1.0)	(73,524)	(73,524)	-
		-	-	-	-
Subtotal Recommended - Retain		(1.0)	(73,524)	(73,524)	-
Total Slated for Deletion		(1.0)	(73,524)	(73,524)	-
Vacant Budgeted In Recruitment - Retain					
		-	-	-	-
		-	-	-	-
Total in Recruitment Retain		-	-	-	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

CHILD SUPPORT SERVICES

POLICY DESCRIPTION FORM

Department/Group: DCSS/HSS Budget Code: AAA DCSTitle: Restore Vacant Budgeted Staff Analyst II (Position # 16016)PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The Department of Child Support Services has two key administrative positions, the Administrative Supervisor I and the Staff Analyst II, that are critical to the functioning of the department. However, given the current budget crisis, the determination has been made to fill only one of these two positions.

Currently, the Staff Analyst II is temporarily assigned to the Administrative Supervisor I position, pending recruitment. The department, working in conjunction with Human Resources, believes that it is in the best interest of the department to keep available the Staff Analyst II position, # 16016, until such time as recruitment for the Administrative Supervisor I position is complete.

Recruitment for the Administrative Supervisor I is anticipated to take place in May 2003. This position is 100% federally and state funded. There is no local cost.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 73,524	\$ 73,524

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Staff Analyst II	

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 73,524 \$ 73,524

REVENUE (specify source)

State and Federal	73,524	73,524

Total: \$ 73,524 \$ 73,524

LOCAL COST \$ 0 \$ 0

OVERVIEW OF BUDGET

DEPARTMENT: HEALTH CARE COSTS
BUDGET UNIT: AAA HCC

I. GENERAL PROGRAM STATEMENT

This budget unit represents the costs of health care related programs for the county general fund. Health care related transactions represented by this budget unit include the Disproportionate Share Hospital (DSH) Supplemental Payments Programs (SB 855, SB 1255, and Graduate Medical Education (GME)), Realignment "AB 8" match, and the county's contribution for Arrowhead Regional Medical Center debt service payments. Summary information regarding key components of this budget unit appears below.

Disproportionate Share Hospital Programs

The DSH programs were established to provide supplemental Medi-Cal payments to hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (shown in this budget unit as Other Charges) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in this budget unit as Current Services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget. The level of the county's contribution is set during the year by the state. As a result, the amounts only represent estimates of the funds needed at the time the budget is prepared. In a similar fashion, the ARMC budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the Fiscal Year. The DSH program comprises two elements:

- The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses a designated percentage of its revenues to provide health care to Medi-Cal and uninsured patients.
- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital.

The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also a teaching facility/institute. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year.

Realignment and General Fund Support

General fund support and realignment funds are used to pay for the ARMC debt service lease payments, Realignment "AB 8" match and administrative costs related to this budget unit. Note: Specific details regarding the financing sources which are used to cover the county's \$53.1 million annual debt service obligation for the ARMC facility are provided in the ARMC Lease Payments (EMD JPL) section of the Proposed Budget.

To qualify for receipt of Health Realignment funding from the state, the county must contribute a "match" of local funds. The matching amount is based on a formula, established through AB 8 in 1979, through which the state provided funding to preserve critical health programs in the aftermath of Proposition 13. When the Realignment program was created in 1991, funding allocations were based on the historical AB 8 formula, and local match requirements remained. The county's match requirement for 2003-04 is \$4.3 million; this amount remains constant each year per the historical formula. The Realignment match funded in the Health Care Costs budget meets the County's full obligation to receive Health Realignment dollars which support

HEALTH CARE COSTS

the Public Health Department and Arrowhead Regional Medical Center. For 2003-04, the county anticipates receipt of approximately \$51.0 million in Health Realignment funding. Important note: The local match requirement for receipt of Mental Health Realignment funding is reflected in the operating budget for the Department of Behavioral Health.

Realignment funds support this budget as follows:

- Mental Health at 3% (which covers half of administrative costs).
- Health at 97% (which covers half of administrative costs plus debt service payments).

The amounts listed as "Operating Transfers Out" represent the county's net debt service obligation for the payment of the Arrowhead Regional Medical Center facility (\$20.7 million) and the required Realignment "AB 8" match (\$4.3 million) which must by law be transferred into trust before Realignment monies can be directed toward health programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	170,638,249	135,600,146	117,940,048	135,628,083
Total Revenue	151,094,038	117,900,146	100,240,048	120,628,083
Local Cost	19,544,211	17,700,000	17,700,000	15,000,000
Budgeted Staffing		4.0		4.0

Increased 2002-03 services and supplies expenditures reflect one-time costs to provide Health Insurance Portability and Accountability Act (HIPAA) training for county employees.

Significant variance is estimated in Other Charges (\$15 million) as the county's requirement to transfer funds to participate in the Disproportionate Share Hospital programs is not determined until later in the fiscal year. Since these expenses are fully offset by an equivalent amount of revenue (recorded as current services), any variance has no impact on local cost.

Operating transfers out and realignment are lower than anticipated as a result of a higher reimbursement rate from the state.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Use of Realignment funding has been increased by approximately \$2.7 million out of which \$2,643,434 is related to the decrease in local cost contribution for debt service payments and \$59,780 is primarily due to increases in services and supplies for expenses related to Health Insurance Portability and Accountability Act (HIPAA).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Health Care Costs
 FUND: General AAA HCC

FUNCTION: Health and Sanitation
 ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	404,779	408,183	25,106	-	433,289
Services and Supplies	151,690	73,063	(44)	-	73,019
Other Charges	95,000,000	110,000,000	-	-	110,000,000
Transfers	74,067	71,302	(89)	-	71,213
Total Appropriation	95,630,536	110,552,548	24,973	-	110,577,521
Operating Transfer Out	<u>22,309,512</u>	<u>25,047,598</u>	<u>(2,700,000)</u>	<u>-</u>	<u>22,347,598</u>
Total Requirements	117,940,048	135,600,146	(2,675,027)	-	132,925,119
<u>Revenue</u>					
Current Services	95,000,000	110,000,000	-	-	110,000,000
Realignment	5,240,048	7,900,146	24,973	-	7,925,119
Total Revenue	100,240,048	117,900,146	24,973	-	117,925,119
Local Cost	17,700,000	17,700,000	(2,700,000)	-	15,000,000
Budgeted Staffing		4.0			4.0

GROUP: Human Services System
DEPARTMENT: Health Care Costs
FUND: General AAA HCC

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	433,289	-	433,289	-	433,289	-	433,289
Services and Supplies	73,019	59,933	132,952	-	132,952	-	132,952
Other Charges	110,000,000	-	110,000,000	-	110,000,000	-	110,000,000
Transfers	<u>71,213</u>	<u>(153)</u>	<u>71,060</u>	<u>-</u>	<u>71,060</u>	<u>-</u>	<u>71,060</u>
Total Appropriation	110,577,521	59,780	110,637,301	-	110,637,301	-	110,637,301
Operating Transfer Out	<u>22,347,598</u>	<u>2,643,184</u>	<u>24,990,782</u>	<u>-</u>	<u>24,990,782</u>	<u>-</u>	<u>24,990,782</u>
Total Requirements	132,925,119	2,702,964	135,628,083	-	135,628,083	-	135,628,083
<u>Revenue</u>							
Current Services	110,000,000	-	110,000,000	-	110,000,000		110,000,000
Realignment	<u>7,925,119</u>	<u>2,702,964</u>	<u>10,628,083</u>	<u>-</u>	<u>10,628,083</u>	<u>-</u>	<u>10,628,083</u>
Total Revenue	117,925,119	2,702,964	120,628,083	-	120,628,083	-	120,628,083
Local Cost	15,000,000	-	15,000,000	-	15,000,000	-	15,000,000
Budgeted Staffing	4.0		4.0		4.0		4.0

HEALTH CARE COSTS

Base Year Adjustments		
Salaries and Benefits	8,349	MOU.
	16,358	Retirement.
	399	Risk Management Workers Comp.
	<u>25,106</u>	
Services and Supplies	<u>(44)</u>	Risk Management Liabilities.
Transfers	<u>(89)</u>	Incremental change in EHAP.
Total Appropriation	<u>24,973</u>	
Operating Transfers Out	<u>(2,700,000)</u>	Reduced local cost.
Total Requirements	<u>(2,675,027)</u>	
Realignment	24,973	Change in use of realignment funds to cover salaries & benefits, and services & supplies costs.
Total Revenue	<u>24,973</u>	
Local Cost	<u>(2,700,000)</u>	

Recommended Program Funded Adjustments		
Services and Supplies	(782)	GASB 34 Accounting Change (EHAP).
	<u>60,715</u>	Expected costs increases related to Health Insurance Portability and Accountability Act.
	<u>59,933</u>	
Transfers	782	GASB 34 Accounting Change (EHAP).
	<u>(935)</u>	Decrease in costs for Human Services System Administrative support.
	<u>(153)</u>	
Total Appropriation	<u>59,780</u>	
Oper Transfers Out	2,643,184	Increased due to a reduction of local cost contribution for Arrowhead Regional Medical Center (ARMC) debt service lease payments.
Total Requirements	<u>2,702,964</u>	
Revenue		
Realignment	2,643,184	Increased use of realignment funds to cover ARMC debt service payments.
	<u>59,780</u>	Increased use of realignment funds to cover services and supplies, and transfer costs.
	<u>2,702,964</u>	
Total Revenue	<u>2,702,964</u>	
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELM

The Human Services System (HSS) is composed of eight county departments: Behavioral Health, Public Health, Children's Services, Transitional Assistance, Aging and Adult Services, Preschool Services, Child Support Services, and Veterans Affairs; and three subdivisions: HSS Management Services, HSS Information Technology and Support, and HSS Performance Education Resource Center (PERC). Children's Services, Transitional Assistance, Adult Services, the CalWORKs-funded portion of Jobs and Employment Services, and all HSS subdivisions are included in the HSS administrative claim process. The purpose of the claim process is to provide the county with the means for determining the costs applicable to each of the numerous welfare programs. This cost determination is necessary to satisfy federal and state reporting and funding requirements, and to determine appropriate federal and state financial reimbursement to the county for each of the welfare programs. Subsistence payments and aid to indigents are either direct payments to welfare recipients or payments to organizations that provide service to the welfare recipients. The HSS Assistant County Administrator is responsible for the following budget units that encompass several HSS departments: Administrative Claim, Subsistence Payments, and Aid to Indigents.

	2003-04			
	Appropriations	Revenue	Local Cost	Staffing
Administrative Claim	297,664,713	286,197,963	11,466,750	3,422.7
Subsistence Payments	434,096,671	412,619,746	21,476,925	-
Aid to Indigents	1,275,123	330,986	944,137	-
TOTAL	733,036,507	699,148,695	33,887,812	3,422.7

HUMAN SERVICES SYSTEM

BUDGET UNIT: ADMINISTRATIVE CLAIM (AAA DPA)

I. GENERAL PROGRAM STATEMENT

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (TAD), Department of Children's Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), CalWORKs funded programs of the Jobs & Employment Services Department (JESD), the Performance, Education and Resource Center (PERC), and the Administrative Support functions provided by HSS Administration.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	296,649,933	331,489,425	304,955,333	297,664,713
Total Revenue	283,507,186	319,725,182	293,191,090	286,197,963
Local Cost	13,142,747	11,764,243	11,764,243	11,466,750
Budgeted Staffing		4,409.1		3,422.7
Workload Indicators				
TAD Average Monthly Caseload	170,768	172,000	183,732	197,120
DCS Referrals - Annual	63,645	62,105	63,505	63,825
DCS Average Monthly Caseload	7,945	8,642	8,345	8,642
IHSS Average Monthly Caseload	12,449	13,523	13,042	14,163
IHSS Annual Paid Hours	11,771,679	13,045,883	13,425,661	14,596,235

Allocations received from the state in September 2002 resulted in significant changes to funding levels for many programs included in this budget unit. To address the net decrease in allocations HSS implemented cost saving measures including a hiring freeze, reduction of services, supplies and equipment purchases and cuts of funding available to contractors. These cost saving measures were quantified in the Adjustments to 2002-03 Final Budget For The Human Services System Administrative Claim Budget Unit presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002. This action reduced appropriations and revenue by \$20.4 million. This decrease was offset by a \$2.3 million appropriation and revenue increase for IHSS Provider Payments. Budgeted staffing was reduced by 233.6 positions.

Estimates for 2002-03 reflect the projected effect of the cost saving measures that have been implemented.

- Salary and benefit estimates reflect the effect of staff attrition being experienced in the current year. Warnings of likely future staff reductions have caused many HSS staff to seek positions in other county departments or outside the county. This attrition, coupled with the hiring freeze, will result in projected year-end staffing levels 446 positions below the cuts made in the November 5, 2002 Adjustment. Because of this marked decrease in staff an additional salary savings of \$7.5 million is projected.
- Services, supplies and equipment expenditure estimates reflect the expectation that, cumulatively, expenditures will remain within the appropriation levels approved in the November 5, 2002 Adjustment. Overall savings in these appropriation units are estimated to be approximately \$1.0 million beyond the cuts made in the adjustment.
- Revenue is estimated to decrease commensurately with the decrease in expenditures yet will be adequate to keep this budget unit within the budgeted local cost.

The increase in TAD monthly caseload is a result of dramatic growth in Medi-Cal caseload. This growth is attributable to changes in Medi-Cal eligibility requirements, which allow more people to qualify for aid. Changes also allow clients currently receiving benefits to remain qualified for a longer period of time.

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On March 11, 2003 the Board approved Item #59, Structural Reorganization and Transition of the CalWORKs Division. This item transitioned CalWORKs Welfare to Work programs administered by JESD into TAD. This action will allow TAD to consolidate and more efficiently deliver CalWORKs services to clients. Because CalWORKs funding is sufficient for the balance of 2002-03, staffing levels were not adjusted as a result of this reorganization; however, significant staffing reductions will be required in this program in 2003-04. Negative effects on service delivery that might result from further funding reductions and increased staffing costs in 2003-04 may be less severe because of economies realized from this transition.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

REQUIREMENTS

Anticipated allocation reductions (primarily in the loss of CalWORKs Incentive funds), coupled with increased staffing costs and required increases in the cost of county services, has forced HSS to implement further budgeted staffing and expenditure reductions for 2003-04. Appropriations will decrease a total of \$33.8 million between budget years. Highlights of the changes are as follows:

- Overall, staffing has been reduced 986.4 budgeted positions from the 2002-03 final budget. This represents a further reduction of 752.8 positions beyond the cut of 233.6 positions made in the November 5, 2002 Adjustment. Much of this reduction has been accomplished through the attrition of current staff. Remaining necessary reductions will be made through the layoff of staff in 2003-04.
- Salary and Benefit costs have been reduced \$15.7 million. This relatively small cost saving in relation to the large reduction of budgeted positions is attributable to a 16% to 20% increase in staffing costs. This increase in costs is a combination of negotiated MOU increases, salary step increases, and retirement contribution increases and worker's compensation cost increases.
- Services and supplies and central computer costs have been reduced \$8.6 million, despite a \$1.1 million increase in COWCAP charges.
- Other charges for services to clients will decrease \$1.1 million. Costs of providing supportive services to clients have been reduced \$9.6 million. These cuts are offset by a required increase of \$8.5 million for IHSS provider payments.
- Equipment costs have been reduced \$4.3 million. No photocopiers or vehicles will be purchased in 2003-04. Payments for a large lease/purchase made in 1999-2000 ended in 2002-03.
- Transfers to reimburse other county departments for services provided have been reduced \$1.3 million.
- Reimbursements from other county departments for services provided by HSS have been increased \$0.7 million. This reflects the increase in support provided by HSS Administrative Support Division and HSS Information and Technology Support Division to other county departments.
- Operating transfers out decreased \$2.1 million. This is the net result of the completion of the transfer of \$3.7 million to the Capital Improvement Projects budget for the Juvenile Court Dependency building project, the addition of \$0.5 million for the local cost requirement of the IHSS Public Authority and the addition of \$1.0 million to provide medical benefits to IHSS providers as negotiated and approved by the Board.

REVENUE

Available federal and state revenue will decline \$39.0 million from 2002-03 levels. This is primarily a result of the loss of CalWORKs funding. Significant revenue changes between budget years are as follows:

- It is estimated that TAD programs will experience an overall loss of \$39.3 million in state and federal revenue. This is a result of the loss of \$21.8 million in CalWORKs Incentive funding, \$12.2 million in other CalWORKs funding, \$1.2 million in Food Stamp Administration funding, \$6.0 million in Medi-Cal Administration funding and an increase of \$1.9 million in funding for various other programs.
- It is estimated that DCS programs will experience an increase of \$0.1 million.
- It is estimated that DAAS programs will experience an increase of \$0.2 million.

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LOCAL COST

All HSS programs are state and/or federal mandates and the county share of funding is either mandated as a percentage of total program costs or as maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Sales Tax Trust. The Social Services Sales Tax Trust was created during the State Tax Realignment process to offset local cost and is limited to use for designated social services programs.

In aggregate the HSS Administrative Claim Budget Unit requires a net additional county share of cost of \$6,323,781. No additional General Fund Local Cost will be required next year, as this amount will be provided from the Social Services Sales Tax Trust. Changes to local funding requirements are as follows:

- TAD programs will require \$0.4 million less county share. Despite the \$39.3 million loss of revenue only a very small amount of county share will be saved because most TAD programs require a fixed MOE as county share. Anticipated revenue from various small programs is expected to reduce local cost \$0.4 million.
- DCS programs will require \$0.7 million more county share. This increase is primarily a result of a decrease in the federal sharing ratio. A decrease in federal revenue requires additional county share to sustain program allocations at present levels.
- DAAS-IHSS Administration will require \$0.6 million less county share. A local share overmatch budgeted in 2002-03 to meet projected expenditures above allocation levels is no longer necessary.
- DAAS-Aging programs will require \$0.1 million more county share because of a required local share for a new program, Title III E-Family Caregiver Program.
- DAAS-IHSS provider payments will require \$10.1 million more local funding. This increase is due to negotiated wage increases and medical benefits approved by the Board and an increase in caseload and paid hours for services provided to clients.
- \$3.6 million less local funding will be required because all HSS obligations relating to the construction of a new Juvenile Dependency Court facility will be satisfied in 2002-03.

The need for additional revenue from the Social Services Sales Tax Trust is driven by the increase in county share of cost for programs as outlined above and the practice of financing all local share increases and local financing decreases with revenue from the Social Services Sales Tax Trust. Total additional revenue required from the Trust is \$6.1 million. This represents the net effect of increased local share and local funding lost as a result of the 4% and 30% spend-down plans.

Due to declining sales tax revenues, and the fact that growth will now occur on a lower base amount, it will soon be impossible for Realignment to continue to fund all of the additional costs associated with mandated HSS programs. The draw on the Social Services Sales Tax Trust has begun to increase rapidly and is projected to continue to increase at a pace that will soon surpass receipts. When this occurs (perhaps as early as 2004-05), local county general fund dollars will then be required to pay for any mandated HSS program costs that cannot be covered by the Social Services Sales Tax Trust.

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Departments included in the Administrative Claim budget unit are summarized as follows:

FUNDING BY PROGRAM

Included in the Administrative Claim

Transitional Assistance Department	Appropriation	Revenue	Local Share	Staffing
CalWorks - Eligibility	35,137,816	29,058,958	6,078,858	457.0
Food Stamps	28,890,872	25,029,741	3,861,131	376.0
CalWorks - Welfare to Work	37,182,589	37,182,589	-	407.0
Medi-Cal	35,286,789	35,286,789	-	459.0
Foster Care Administration	4,715,480	4,008,158	707,322	61.0
Child Care Administration	15,939,372	15,926,219	13,153	207.0
CalWorks - Mental Health	4,714,587	4,714,587	-	-
Cal-Learn	2,061,519	2,061,519	-	27.0
C-IV Consortium Funding	2,071,747	2,071,747	-	19.0
CalWorks - Incentive Funds	-	-	-	-
General Relief Administration	513,410	-	513,410	6.7
Other Programs	3,179,466	3,797,355	(617,889)	-
Total	169,693,647	159,137,662	10,555,985	2,019.7

Department of Children's Services	Appropriation	Revenue	Local Share	Staffing
Child Welfare Services	68,948,613	59,338,891	9,609,722	816.0
Promoting Safe and Stable Families	2,535,332	2,535,332	-	-
Foster Training and Recruitment	228,500	228,500	-	3.0
Licensing	1,109,541	1,109,541	-	-
Support and Therapeutic Options Program	863,757	604,630	259,127	-
Adoptions	3,040,218	3,040,218	-	36.0
ILP	2,230,076	2,230,076	-	4.0
Other Programs	1,883,810	1,778,822	104,988	4.0
Total	80,839,847	70,866,010	9,973,837	863.0

Aging and Adult Services	Appropriation	Revenue	Local Share	Staffing
In-Home Supportive Services	10,950,411	9,460,377	1,490,034	127.3
Adult Protective Services	4,510,171	4,286,274	223,897	52.4
IHSS Provider Payments	28,867,668	-	28,867,668	-
IHSS Provider Benefits	1,000,000	-	1,000,000	-
Contribution to Aging	420,906	-	420,906	-
IHSS PA	498,432	-	498,432	-
Other Programs	-	-	-	-
Total	46,247,588	13,746,651	32,500,937	179.7

Administration	Staffing
	360.3

Non Revenue Generating Costs	Appropriation	Revenue	Local Share	Staffing
PERC Training Expense	150,000	-	150,000	-
PERC Ethics Training	195,000	-	195,000	-
LLUMC - Child Assess Center	140,000	-	140,000	-
Other	398,631	-	398,631	-
Total	883,631	-	883,631	-

Total Local Share 53,914,390

Social Services Realignment 42,447,640 (42,447,640)

Grand Total Administrative Budget	297,664,713	286,197,963	11,466,750	3,422.7
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This proposed budget was developed based on estimated funding allocations. Actual allocations will not be known until the state budget process is complete. Any necessary adjustments will be submitted to the Board of Supervisors as a mid-year adjustment to the 2003-04 Final Budget.

HUMAN SERVICES SYSTEM

Changes to the Administrative budget by department are discussed as follows:

TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

General Program Statement

TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, child care, general assistance and the CalWORKs – Welfare To Work Program. CalWORKs – Welfare To Work assists qualified participants by providing remedial and/or basic education, vocational or on-the-job training to prepare participants to enter the job market. Participants receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants' TANF subsistence payments.

All programs are funded by a combination of federal, state, and county dollars, with the exception of the general assistance program, which is funded solely by the county. The goals of the Transitional Assistance Department are to meet the basic needs of families and individuals while working with them to attain self-sufficiency, and to promote work and personal responsibility.

Staffing Changes

TAD staffing changes necessitate a reduction of 449.1 budgeted positions, which includes the following:

- Reduction of 166.5 various budgeted staff of which 7.5 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 17.5 budgeted temporary Public Service Employees (PSE) hired to work with the Welfare Data Tracking Information Program (WDTIP), which was completed in October 2002.
- Reduction of 36.0 budgeted temporary Public Service Employees hired as Spanish translators.
- Reduction of 88.6 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 136.5 budgeted casework staff of which 25.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 4.0 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

Welfare to Work staffing changes necessitate a reduction of 262.0 budgeted positions, which includes the following:

- Reduction of 9.5 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 8.5 budgeted temporary JTPA – Summer Youth Aide positions transferred to SAC JOB.
- Reduction of 3.0 budgeted temporary Public Service Employees.
- Reduction of 51.0 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 175.0 budgeted casework staff of which 20.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 15.0 budgeted administrative support staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

The proposed budget includes a \$1.2 million increase in salary reimbursements from the Department of Behavioral Health (DBH) that allows for the retention of 28.0 positions. A new Memorandum of Understanding (MOU) between TAD and DBH had been created that calls for 28.0 HSS positions to be placed in DBH clinics, costs of which would have been fully reimbursed by DBH. However, because of additional fiscal limitations now anticipated at DBH next year, the department has indicated that it intends to scale down the original MOU and proceed with a modified MOU for 12.0 positions valued at \$583,000. Any necessary budget adjustments resulting from the revised MOU will be reflected in the 2003-04 HSS mid-year budget adjustment.

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Program Changes

Anticipated decrease in availability of CalWORKs funding and increased staff costs necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants. The net decrease of \$40.3 million results in a small savings to local cost because allocations for TAD programs require a set local share Maintenance of Effort (MOE) that does not change as allocations change.

DEPARTMENT OF CHILDREN'S SERVICES (DCS)

General Program Statement

DCS is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker.

To accomplish the mission of **DCS**, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused. Adoptions, family preservation, family support, and foster home licensing are the primary support programs to Child Protective Services.

Staffing Changes

DCS staffing changes necessitate a net reduction of 58.0 budgeted positions, which includes the following:

- Addition of 21.5 various budgeted staff. These positions were added in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.0 budgeted temporary Public Service Employees.
- Reduction of 12.0 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 30.0 budgeted casework staff of which 4.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 19.5 budgeted administrative support staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.

Program Changes

Late in 2002-03 the federal participation rate for Child Welfare Services funding decreased from 78% to 76% requiring a local cost increase of \$728,689. Increased staff costs and stagnation in Child Welfare Services funding necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants.

DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

General Program Statement

The **Department of Aging and Adult Services (DAAS)** serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to older people. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services (IHSS) and the Adult Protective Services (APS) programs, which are both budgeted in the Human Services System Administrative Claim budget.

The IHSS program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

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The APS program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

Staffing Changes

DAAS staffing changes necessitate a reduction of 61.3 budgeted positions, which includes the following:

- Reduction of 3.4 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.4 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 28.0 budgeted casework staff of which 3.7 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 11.5 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

Program Changes

Increased staff costs and stagnation of Adult Services funding necessitates the reduction of staffing levels and services and supplies expenditures.

IHSS - Individual Provider costs. This program is essentially an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. In 2002-03 the IHSS providers unionized and successfully negotiated a 19.5% wage increase along with Board agreement to contribute a capped local share for provider medical benefits. Additionally, caseload growth in 2003-04 is expected to increase 11.8% over 2002-03. Local funding is required for the county share of the IHSS Individual Provider costs and the operating costs of the IHSS Public Authority. An additional \$10.1 million of local funding is necessary due to projected caseload growth in 2003-04 and the effects of the negotiated increase to staff costs.

Aging Programs – A temporary one-time shift of additional local county cost in the amount of \$974,137 was required to offset the estimated local cost need of Aging Programs in 2002-03. Realignment of staff, stagnation of funding streams and the need to fund service contracts at current levels contributed to the need for local funding to supplement traditional funding. Local funding was shifted from the HSS Administrative Claim budget and was replaced by revenue from the Social Services Sales Tax Trust. This \$974,137 in local funding will return to the HSS Administrative Claim budget in 2003-04. This increase in local funding is more than offset by local funding reductions due to the County's 4% and 30% reduction plans.

Historically, local cost has been given to the Aging budget through the HSS Administrative Claim budget to fund local match requirements in several Aging programs (Senior Employment, Supportive Services, Ombudsman, and Nutrition programs). In 2003-04, local cost budgeted in this budget unit will fund the following Aging programs:

Senior Employment Program	Local Share Match	36,000
Title III/VII Programs (Supportive Services Ombudsman, Nutrition)	Local Share Match	119,000
Title IIIE Family Caregiver Program	Local Share Match	117,906
Nutrition Program	Additional Local Share	148,000
Total		<u><u>420,906</u></u>

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ADMINISTRATION AND SUPPORT DIVISIONS

General Program Statement

HSS Administration and Support Divisions provide general administrative oversight and support functions to all departments included in the Administrative Claim. Support services are also provided to other HSS departments for purposes of continuity and economy of scale. Such services include budget analysis and coordination, facilities support, contract services support, agenda item coordination, special projects, auditing services, information technology and support, training, program legislation and research, and personnel services. Costs for these divisions are allocated to departments included in the HSS Administrative Claim budget and/or charged directly to departments not included.

Staffing Changes

HSS Administration staffing changes necessitate a net reduction of 156.0 budgeted positions, which includes the following:

- Reduction of 75.7 various budgeted staff of which 12.0 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- **Administrative Services Division** – reduction of 21.0 budgeted positions of which 2.0 are supervisory budgeted positions.
- **Auditing Division** – reduction of 4.5 budgeted positions.
- **Information Technology and Support Division** – net increase of 8.5 budgeted positions. This includes a transfer of 6.0 budgeted positions for the C-IV automation project that is now cost centered in ITSD (100% reimbursed by CIV State funding). Five budgeted positions have been added to provide programming support to HSS departments that was previously provided by ISD. One budgeted position has transferred from the SAC JOB budget unit to support the recent transfer of JESD staff. A reduction of 3.5 various budgeted positions due to funding reductions.
- **Performance Education Resource Center (PERC)** – reduction of 1.0 budgeted position. This reflects the removal of a PSE position.
- **Program Development Unit** – reduction of 2.5 budgeted positions.
- **Legislation and Research Division** – reduction of 0.8 budgeted position.
- **Program Integrity Division** – reduction of 51.0 budgeted positions of which 7.0 are supervisory budgeted positions.
- **HSS Personnel** – reduction of 5.5 budgeted positions.
- **Administration** – reduction of 2.5 budgeted positions.

Program Changes

Increased staff costs and the net reduction of social services funding necessitates the reduction of staffing levels, services and supplies and equipment expenditures.

In 2003-04 PERC will be performing additional training that will generate an estimated \$335,000 in additional revenue. Courses include the HIPPA training program, sexual harassment training, training for the City of San Bernardino, Organizational Culture Survey and staff delivered computer courses.

IV. VACANT POSITION IMPACT

HSS has reduced its budgeted staffing by almost 1,000 budgeted positions, or 22.4%, from the 2002-03 final budget. Budgeted staffing went from 4,409.1 in 2002-03 to 3,422.7 for 2003-04, a reduction of 986.4 budgeted positions.

Of the 3,422.7 budgeted positions, HSS has a total of only 41.5 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	20.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>21.5</u>	Retain
Total Vacant	41.5	

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Vacant Position Restoration Request:

HSS has submitted policy items for the restoration of 20.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, 2, 3, 4 and 5, which would restore 20.0 vacant budgeted positions. The restoration is being recommended for the following reasons:

1. Twelve vacant budgeted positions are needed to correct under fill situations. These classifications work in various programs in HSS. The incumbents were budgeted at the correct salary/benefit range but are currently under filling higher-level positions.
2. Three vacant budgeted positions are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs Employment Services employees under the Transitional Assistance Department.
3. Two vacant budgeted positions are for reclassification of positions that have been approved by HR to reflect changes in job duties.
4. Two vacant budgeted positions are for the Performance and Education Resource Center. The Media Tech Specialist position is essential in developing numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report, as well as providing support on marketing and informational campaigns and materials. The Clerk IV position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC.
6. One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the CAO's office.

These positions are funded by revenue from state and federal sources and by revenue from the Social Services Sales Tax Trust. No local cost savings would be achieved if these positions were eliminated.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Various Programs	12.0 \$0 No Local Cost	Positions needed to correct underfill situations (3.0 HSS Program Specialists, 2.0 Automated Systems Analyst, 1.0 Clerk III, 1.0 Eligibility Worker Supervisor, 1.0 Fiscal Clerk III, 1.0 Secretary, 1.0 Social Worker II, 1.0 Staff Analyst II, and 1.0 Supervising Fiscal Clerk I).
x	2	Welfare to Work	3.0 \$206,238 Revenue Supported	Positions that are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs (1.0 Automated Systems Analyst, 1.0 Staff Analyst II, and 1.0 Supervising Automated Systems Analyst).
x	3	Child Welfare Services and HSS Administration	2.0 \$18,686 Revenue Supported	These vacant budgeted positions are for reclassification of positions to reflect changes in job duties (1.0 Administrative Analyst and 1.0 Program Specialist).
x	4	Performance and Education Resource Center	2.0 \$116,150 Revenue Supported	These positions develop numerous communication and public relations tools as well as providing support on marketing and informational campaigns and materials (1.0 Media Specialist and 1.0 Clerk IV).
x	5	HSS Admin.	1.0 \$156,874 Revenue Supported	HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

The following chart provides an overview of the funding sources and local share requirements for the programs that are budgeted in the HSS Administrative Claim budget.

FUNDING BY PROGRAM REVENUE SOURCE AND LOCAL COST BREAKDOWN								
Included in the Administrative Claim	Appropriation	Revenue					Local Cost	
		Federal	% Federal	State	% State	Total Federal/State	Local Share	% Local Cost
Transitional Assistance Department								
Food Stamps	28,890,871	14,917,936	52%	10,111,805	35%	25,029,741	3,861,130	13%
Single Allocation							6,078,859	17%
CalWorks - Eligibility	35,137,816	20,330,875	58%	8,728,082	25%	29,058,957	-	-
CalWorks - Mental Health	4,714,587	-	-	4,714,587	100%	4,714,587	-	-
CalWorks - Cal-Learn	2,061,519	1,030,760	50%	1,030,760	50%	2,061,519	-	-
CalWorks - Welfare to Work	37,182,589	37,182,589	100%	-	-	37,182,589	-	-
CalWorks - Child Care Admin - Stage	6,613,401	6,613,401	100%	-	-	6,613,401	-	-
Total Single Allocation	85,709,912	65,157,625		14,473,429		79,631,053	6,078,859	
Medi-Cal	35,286,789	17,643,395	50%	17,643,395	50%	35,286,789	-	-
Foster Care Administration	4,715,481	2,488,989	53%	1,519,169	32%	4,008,158	707,323	15%
Child Care Administration								
Stage 2	6,112,786	4,571,298		1,541,488		6,112,786	-	-
Stage 3	2,721,818	954,507		1,767,311		2,721,818	-	-
CPS - GAPP	125,594	-		112,441		112,441	13,153	
Federal Block Grant - FAPP	365,773	365,773		-		365,773	-	-
C-IV Consortium Funding	2,071,747	-	-	2,071,747	100%	2,071,747	-	-
CalWorks - Incentive Funds	-	-	-	-	-	-	-	-
General Relief Administration	513,410	-	-	-	-	-	513,410	100%
Food Stamp Employment Training	841,500	619,389	74%	-	0%	619,389	222,111	26%
Other	2,337,966	306,463	13%	62,560	3%	369,023	1,968,943	84%
Total	169,693,647	107,025,375		49,303,345		156,328,720	13,364,929	
Department of Children's Services								
Child Welfare Services - Basic	62,344,385	30,730,131	49%	21,512,932	35%	52,243,063	10,101,322	16%
Child Welfare Services - Augmentation	6,604,228	3,243,582	49%	3,360,646	51%	6,604,228	-	-
CWS Total	68,948,613	33,973,713		24,873,578		58,847,291	10,101,322	
Promoting Safe and Stable Families	2,535,332	2,535,332	100%	-	-	2,535,332	-	-
Foster Training and Recruitment	228,500	145,089	63%	83,411	37%	228,500	-	-
Licensing	1,109,541	475,046	43%	634,495	57%	1,109,541	-	-
Support and Therapeutic Options Prog	863,757	-	-	604,630	70%	604,630	259,127	30%
Adoptions	3,040,218	1,467,851	48%	1,572,367	52%	3,040,218	-	-
ILP	2,230,076	2,230,076	100%	-	0%	2,230,076	-	-
Other Programs	1,883,810	764,138	41%	1,014,684	54%	1,778,822	104,988	6%
Total	80,839,847	41,591,245		28,783,165		70,374,410	10,465,437	
Aging and Adult Services								
In-Home Supportive Services	10,950,411	5,975,732	55%	3,484,645	32%	9,460,377	1,490,034	14%
Adult Protective Services	4,510,171	1,686,051	37%	2,600,223	58%	4,286,274	223,897	5%
IHSS Provider Payments Local Match	28,867,668	-	-	-	-	-	28,867,668	100%
IHSS Provider Benefits Local Match	1,000,000	-	-	-	-	-	1,000,000	100%
IHSS PA Local Cost Match	498,432	-	-	-	-	-	498,432	100%
Contribution to Aging Programs	420,906	-	-	-	-	-	420,906	100%
Other Programs	-	-	-	-	-	-	-	-
Total	46,247,588	7,661,782		6,084,868		13,746,651	32,500,937	
Non Revenue Generating Costs								
PERC Training Expense	150,000	-	-	-	-	-	150,000	100%
PERC Ethics Training	195,000	-	-	-	-	-	195,000	100%
LLUMC - Child Assess Center	140,000	-	-	-	-	-	140,000	100%
Other	398,631	-	-	-	-	-	398,631	100%
Total	883,631	-	-	-	-	-	883,631	
OTHER REVENUES REDUCING LOCAL COST							(3,300,544)	
Total Administrative Budget	297,664,713	156,278,402	53%	84,171,378	28%	240,449,781	53,914,390	18%
SOCIAL SERVICES REALIGNMENT							42,447,640	
							11,466,750	Local Cost

This is the fixed County MOE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. \$9,939,989

Remainder of Single Allocation for Stage 1 Childcare is \$44,089,340 (provider payments) and is accounted for in AAA ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the AAA ETP budget.

This is the fixed County MOE for Childcare Administration. \$13,153

Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation. Failure to fully expend budgeted funds would result in reduction of this allocation. There is no County Match.

This is the fixed County MOE for Adult Protective Services Administration. \$223,897

IHSS Provider Payments - State pays providers and the county is only billed for its local share of costs.

IHSS medical benefits local match of \$1,000,000.

This total includes \$80,000 for Out Stationed Eligibility Workers, 200,000 for Fraud Collection, 485,000 for PERC revenue collected, 20,000 from Sherriff for children assesment, 55,000 from State for other C-IV employees, and 125,000 in a grant from the Robert Wood Johnson Foundation, 1,846,944 from the San Bernardino County Coalition for Quality Child Care, 120,000 for Child Development Grant, 89,000 from CAPIT, 40,000 reimbursement for medical exams for children, 30,000 sales, 80,000 fees, 44,000 Healthy Start and 88,600 for the Drug Endangered Children Grant

Local cost is used to leverage Federal and State dollars. The following table demonstrates how further reductions in local cost would result in large losses in Federal and State funding, severely impacting departments' abilities to administer mandated programs.

REVENUE SOURCE/LOCAL COST SUMMARY

Program/Allocation	PROGRAM BUDGET			COUNTY SHARE		Loss of Funding if County share reduced by \$1	Loss of Funding if County share reduced by 10%	Comments
	Program Costs	Federal and State Revenue	County Share	County Local Cost	Realignment			
HSS Administrative Budget								
<u>Hard Match Programs</u>								
CalWORKs & Food Stamp Administration	114,068,592	104,128,603	9,939,989	5,242,756	4,697,233	113,433,012	113,433,012	Fixed Local Funding Maintenance of Effort. Must spend MOE or lose \$113 million in funding
Adult Protective Svcs Administration	4,510,171	4,286,274	223,897	118,679	105,218	4,286,274	4,286,274	Fixed Local Funding Maintenance of Effort. Must spend MOE or lose \$4.3 million in funding
General Relief Administration	513,410	-	513,410	513,410	-	-	-	All County Share
<u>Percentage Based Mandates</u>								
Medi-Cal Admin	35,818,980	35,818,980	-	-	-	-	-	No County Share unless allocation is overspent
Other TAD Programs	19,292,665	19,190,079	102,586	-	102,586	20	2,068,857	Foster Care Admin, FSET, Kin-Gap Admin, C-IV Local Match is approximately 5%
Child Welfare Svcs Admin	68,964,986	59,250,276	9,714,710	5,591,905	4,122,805	6,604,228	7,566,244	\$6.67 million augmentation to allocation is available only after base allocation is exhausted and 15% local share is met
Supportive Therapy Option Program - DCS	863,757	604,630	259,127	-	259,127	4	166,582	30% Local Match required
Other DCS Allocations	11,011,104	11,011,104	-	-	-	-	-	Adoptions, ILP, Group Home, Foster Parent Trng
IHSS Administration	10,950,411	9,460,377	1,490,034	-	1,490,034	7	425,724	14% Local Match required
IHSS Provider Payments & PA	141,816,304 *	111,450,204	30,366,100	-	30,366,100			22% Local Match required. State mandated and caseload driven. It is not possible to reduce County share in this program without reducing caseloads.
<u>Discretionary Costs</u>								
Non-Revenue Generating Costs	1,304,537	-	1,304,537	-	1,304,537	-	-	
Subtotal	409,114,917	355,200,527	53,914,390	11,466,750	42,447,640	124,323,545	127,946,693	

*Only IHSS local share is budgeted in HSS Administrative budget. To reconcile total HSS program costs to budgeted costs, reduce program costs by IHSS Provider payments Federal/State revenue.

Total program costs 409,114,917

IHSS Provider pmts Federal/State revenue 111,450,204

Total HSS Administrative budget 297,664,713

GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	186,894,391	204,475,524	(8,182,587)	-	196,292,937
Services and Supplies	35,552,034	38,577,490	(6,320,214)	-	32,257,276
Central Computer	3,597,860	3,597,860	(786,964)	-	2,810,896
Other Charges	42,607,535	45,372,304	1,406,352	-	46,778,656
Equipment	1,981,784	4,732,727	-	-	4,732,727
Transfers	31,792,698	32,464,384	(4,207,793)	-	28,256,591
Total Exp Authority	302,426,302	329,220,289	(18,091,206)	-	311,129,083
Reimbursements	(1,158,834)	(1,369,157)	-	-	(1,369,157)
Total Appropriation	301,267,468	327,851,132	(18,091,206)	-	309,759,926
Operating Transfers Out	3,687,865	3,638,293	-	-	3,638,293
Total Requirements	304,955,333	331,489,425	(18,091,206)	-	313,398,219
<u>Revenue</u>					
Fines & Forfeitures	9,753	-	-	-	-
Taxes	-	-	-	-	-
Current Services	572,425	449,000	-	-	449,000
State, Fed or Gov't Aid	292,144,730	318,951,182	(17,793,713)	-	301,157,469
Other Revenue	415,547	295,000	-	-	295,000
Other Financing Sources	48,635	30,000	-	-	30,000
Total Revenue	293,191,090	319,725,182	(17,793,713)	-	301,931,469
Local Cost	11,764,243	11,764,243	(297,493)	-	11,466,750
Budgeted Staffing		4,409.1	(233.6)		4,175.5

GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I + J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	196,292,937	(7,516,803)	188,776,134	(497,948)	188,278,186	497,948	188,776,134
Services and Supplies	32,257,276	(1,499,268)	30,758,008	-	30,758,008	-	30,758,008
Central Computer	2,810,896	-	2,810,896	-	2,810,896	-	2,810,896
Other Charges	46,778,656	(2,488,998)	44,289,658	-	44,289,658	-	44,289,658
Equipment	4,732,727	(4,346,518)	386,209	-	386,209	-	386,209
Transfers	<u>28,256,591</u>	<u>2,919,627</u>	<u>31,176,218</u>	<u>-</u>	<u>31,176,218</u>	<u>-</u>	<u>31,176,218</u>
Total Exp Authority	311,129,083	(12,931,960)	298,197,123	(497,948)	297,699,175	497,948	298,197,123
Reimbursements	<u>(1,369,157)</u>	<u>(661,685)</u>	<u>(2,030,842)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriation	309,759,926	(13,593,645)	296,166,281	(497,948)	295,668,333	497,948	296,166,281
Operating Transfers Out	<u>3,638,293</u>	<u>(2,139,861)</u>	<u>1,498,432</u>	<u>-</u>	<u>1,498,432</u>	<u>-</u>	<u>1,498,432</u>
Total Requirements	313,398,219	(15,733,506)	297,664,713	(497,948)	297,166,765	497,948	297,664,713
<u>Revenue</u>							
Fines & Forfeitures	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-
Current Services	449,000	3,600	452,600	-	452,600	-	452,600
State, Fed or Gov't Aid	301,157,469	(17,996,050)	283,161,419	(497,948)	282,663,471	497,948	283,161,419
Other Revenue	295,000	2,258,944	2,553,944	-	2,553,944	-	2,553,944
Other Financing Sources	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>
Total Revenue	301,931,469	(15,733,506)	286,197,963	(497,948)	285,700,015	497,948	286,197,963
Local Cost	11,466,750	-	11,466,750	-	11,466,750	-	11,466,750
Budgeted Staffing	4,175.5	(752.8)	3,422.7	(20.0)	3,402.7	20.0	3,422.7

HUMAN SERVICES SYSTEM

Base Year Adjustments	
Salaries and Benefits	5,654,716 MOU increase. 10,512,142 Retirement increase. 816,984 Risk management workers comp increase. (15,000,000) Full year funding reduction. (10,166,429) Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. <u>(8,182,587)</u>
Services and Supplies	(123,362) Risk management liability reduction. 42,000 PERC training cost increase. (6,238,852) Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. <u>(6,320,214)</u>
Central Computer	<u>(786,964)</u>
Other Charges	(2,100,000) Full year funding reduction. 5,063,024 Full year funding increase - IHSS provider payments. Approved by the Board on January 14, 2003. 2,300,000 Increase in IHSS provider payments - approved by the board on November 5, 2002 - mid-year adjustment to final budget. (2,346,000) Reduction in JESD program contracts. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. (1,164,066) Reduction in FSET allocation. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. (346,606) Various other charges reduction. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. <u>1,406,352</u>
Transfers	(4,000,000) Full year funding reduction. (112,016) Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. <u>(95,777)</u> EHAP reduction. <u>(4,207,793)</u>
Total Requirements	<u>(18,091,206)</u>
	(21,518,370) Total reduction in revenue. <u>3,724,657</u> Additional realignment needed as result of 4% and 30% spend down plans.
Total Revenue	<u>(17,793,713)</u>
Local Cost	<u>(297,493)</u>

HUMAN SERVICES SYSTEM

Recommended Program Funded Adjustments

Salaries and Benefits	Totals	
Total TAD	(2,831,861)	Net change to Transitional Assistance Department.
Total JESD	(2,524,430)	Net change to Jobs and Employment Services Department.
Total DCS	(794,821)	Net change to Department of Childrens Services.
Total DAAS	(575,870)	Net change to Department of Aging and Adult Services.
Total Admin	(789,822)	Net change to HSS Administrative Divisions.
	<u>(7,516,803)</u>	
Services and Supplies	(172,872)	Reduction in communication network systems.
	(100,450)	Reduction in computer software purchases.
	(532,000)	Reduction in computer hardware purchases.
	(100,000)	Reduction in office expenses.
	(100,000)	Reduction in printing services.
	(202,832)	Reduction in temporary help services.
	1,110,104	Increase in COWCAP rate.
	614,355	Increase in distributed data processing equipment.
	137,348	Increase in professional services.
	(750,000)	Reduction in systems development charges.
	(585,000)	Reduction in maintenance of equipment.
	(277,450)	Reduction in maintenance of structures.
	<u>(540,471)</u>	Overall reduction in other services and supplies.
	<u>(1,499,268)</u>	
Other Charges	(400,000)	Reduction in employment services - transportation.
	(454,000)	Reduction in employment services - program contracts.
	(1,181,855)	Reduction in Childrens Services - program contracts.
	(635,936)	Reduction in CalWORKS incentive contracts.
	(1,000,000)	IHSS provider health insurance to be reported in transfers - 5030.
	(498,432)	IHSS PA local cost match to be reported in transfers - 5030.
	2,690,476	Increase in IHSS provider payments.
	<u>(1,009,251)</u>	Overall reduction in other charges.
	<u>(2,488,998)</u>	
Equipment	(878,000)	Reduction in equipment purchases over \$5,000.
	(1,833,385)	Reduction in vehicle purchases.
	<u>(1,635,133)</u>	Reduction in leased equipment purchases.
	<u>(4,346,518)</u>	
Transfers	<u>2,919,627</u>	Increase due to TAD MOU with SAC JOB and EHAP charges moving from the 200 series.
Reimbursements	<u>(661,685)</u>	Increase in HSS Admin. staff performing non-welfare support functions.
Total Appropriation	<u>(13,593,645)</u>	
Operating Transfers Out	(3,638,293)	End of funding for Juvenile Dependency Court Building.
	1,000,000	IHSS provider health insurance to be reported in transfers - 5030.
	498,432	IHSS PA local cost match to be reported in transfers - 5030.
	<u>(2,139,861)</u>	
Total Requirements	<u>(15,733,506)</u>	
Revenue		
Current Services	<u>3,600</u>	Increase in health services grant.
State, Fed or Gov't Aid	<u>(17,996,050)</u>	Decrease due to reduction in program costs resulting from decreased allocations.
Other Revenue	<u>2,258,944</u>	Increase due to San Bernardino County Coalition for Quality Childcare Grant.
Total Revenue	<u>(15,733,506)</u>	
Local Cost	<u>-</u>	

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment	20	20.0	497,948	497,948	-
Vacant Budgeted in Recruitment - Retain	22	21.5	1,473,548	1,473,548	-
Total Vacant	42	41.5	1,971,496	1,971,496	-
Recommended Restoration of Vacant Deleted	20	20.0	497,948	497,948	-

HUMAN SERVICES SYSTEM

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
<i>Note: If position is seasonal indicate next to Classification (Seasonal - May through August)</i>					
<u>Vacant Budgeted Not In Recruitment</u>					
Automated Systems Analyst I	13837	(1.0)	-	-	-
Automated Systems Analyst I	N0000375	(1.0)	(67,238)	(67,238)	-
Automated Systems Analyst I	72389	(1.0)	-	-	-
Clerk III	2974	(1.0)	-	-	-
Clerk IV	76707	(1.0)	(47,418)	(47,418)	-
Eligibility Worker Supervisor I	13699	(1.0)	-	-	-
Fiscal Clerk III	74709	(1.0)	-	-	-
HSS Program Specialist I	N0000478	(1.0)	(5,218)	(5,218)	-
HSS Program Specialist I	16694	(1.0)	-	-	-
HSS Program Specialist II	74141	(1.0)	-	-	-
HSS Program Specialist II	7923	(1.0)	-	-	-
Media Specialist	12152	(1.0)	(68,732)	(68,732)	-
Secretary I	7707	(1.0)	-	-	-
Social Worker II	18003	(1.0)	-	-	-
Staff Analyst II	8193	(1.0)	(70,303)	(70,303)	-
Staff Analyst II	72418	(1.0)	-	-	-
Supv Fiscal Clerk I	16568	(1.0)	-	-	-
Supvg Auto Systems Analyst I	N0000311	(1.0)	(68,697)	(68,697)	-
Administrative Analyst III	72911	(1.0)	(13,468)	(13,468)	-
Associate Administrative Offcr	72655	(1.0)	(156,874)	(156,874)	-
Subtotal Recommended - Retain		(20.0)	(497,948)	(497,948)	-
Total Slated for Deletion		(20.0)	(497,948)	(497,948)	-

Vacant Budgeted in Recruitment - **Retain**

Applications Specialist	N0000479	1.0	62,936	62,936	-
Applications Specialist	N0000481	1.0	62,936	62,936	-
Applications Specialist	N0000480	1.0	62,936	62,936	-
Automated Systems Analyst I	N0000488	1.0	67,238	67,238	-
Automated Systems Analyst I	74882	1.0	67,238	67,238	-
Automated Systems Analyst I	N0000487	1.0	67,238	67,238	-
Business Systems Analyst I	N0000255	1.0	65,744	65,744	-
Business Systems Analyst I	N0000253	1.0	65,744	65,744	-
Business Systems Analyst I	N0000258	0.5	32,872	32,872	-
Business Systems Analyst I	N0000256	1.0	65,744	65,744	-
Business Systems Analyst I	N0000257	1.0	65,744	65,744	-
Clerk II	3040	1.0	38,339	38,339	-
Clerk III	73921	1.0	42,617	42,617	-
Dep Director Transitional Asst	N0000262	1.0	100,170	100,170	-
Programmer III	N0000409	1.0	82,335	82,335	-
Programmer III	N0000184	1.0	82,335	82,335	-
Programmer III	N0000408	1.0	82,335	82,335	-
Programmer III	N0000407	1.0	82,335	82,335	-
Secretary I	N0000541	1.0	48,388	48,388	-
Supervising Accountant II	72650	1.0	73,489	73,489	-
Supvg Auto Systems Analyst I	N0000312	1.0	68,697	68,697	-
Supvg Auto Systems Analyst II	59	1.0	86,138	86,138	-
Total in Recruitment Retain		21.5	1,473,548	1,473,548	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions to Correct Underfill Situations

PRIORITY: Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Twelve vacant budgeted positions are needed to correct underfill situations. These classifications work in various programs in HSS. The incumbents in the classifications listed below were budgeted at the correct salary/benefit range, but are currently underfilling higher-level positions. If these vacant positions are restored, incumbents will be moved to the correct classifications and the higher-level positions will be deleted.

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

2003-04

Ongoing

2004-05

\$ 0

\$ 0

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
2.0	Automated Systems Analyst I	
1.0	Clerk III	
1.0	Eligibility Worker Supervisor II	
1.0	Fiscal Clerk III	
1.0	HSS Program Specialist I	
2.0	HSS Program Specialist II	
1.0	Secretary I	
1.0	Social Worker II	
1.0	Staff Analyst II	
1.0	Supervising Fiscal Clerk I	

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total: \$ 0 \$ 0

REVENUE (specify source)

State, federal and Social Services Sales Tax

Total: \$ 0 \$ 0

LOCAL COST \$ 0 \$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Positions for Reclassification

PRIORITY: Rank 2 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Reclassification of Administrative Manager to Administrative Analyst III – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, and the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

2003-04

**Ongoing
2004-05**

\$ 206,238

\$ 206,238

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>1.0</u>	<u>Automated Systems Analyst I</u>	<u>67,238</u>
<u>1.0</u>	<u>Staff Analyst II</u>	<u>70,303</u>
<u>1.0</u>	<u>Supervising Auto Sys Analyst I</u>	<u>68,697</u>

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total:	\$	206,238	\$	206,238
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REVENUE (specify source)**State, federal and Social Services Sales Tax**

206,238

206,238

Total:	\$	206,238	\$	206,238
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LOCAL COST	\$	0	\$	0
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HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Positions for Reclassification

PRIORITY: Rank 3 of 5 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Reclassification of Administrative Manager to Administrative Analyst III – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, and the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 18,686	\$ 18,868

CLASSIFICATIONS		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
1.0	Administrative Analyst III	13,468
1.0	Program Specialist I	5,218

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total: \$ 18,686 \$ 18,868

REVENUE (specify source)

State, federal and Social Services Sales Tax	18,686	18,868

Total: \$ 18,686 \$ 18,868

LOCAL COST \$ 0 \$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Positions in PERC

PRIORITY: Rank 4 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Clerk IV Position – This position is budgeted and was vacated in October 2002. The Clerk IV provides direct supervision to 3.0 Clerk III's, 7.0 Clerk II's (one of whom is stationed in the Victorville Office), and a Fiscal Clerk I. This position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC. Responsibilities include ensuring that staff and equipment are deployed to multiple training locations on a daily basis, oversight for the Tuition Fund Reimbursement process, maintenance of the training database and coordination of New Employee Orientation training.

Media Specialist Position – This position is budgeted and was vacated in January 2003 when the incumbent retired. The Media Specialist is a shared communication and media resource for Human Services System and county department programs, activities and services. This position develops numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report and also provides support to marketing and informational campaigns and associated materials.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 116,150	\$ 116,150

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>1.0</u>	<u>Clerk IV</u>	<u>47,418</u>
<u>1.0</u>	<u>Media Specialist</u>	<u>68,732</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total:	\$ 116,150	\$ 116,150
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REVENUE (specify source)**State, federal and Social Services Sales Tax**

116,150 116,150

Total: \$ 116,150 \$ 116,150

LOCAL COST \$ 0 \$ 0

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Position for Incumbent Assigned to Higher Position

PRIORITY: Rank 5 of 5 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office.

		<u>2003-04</u>	<u>Ongoing 2004-05</u>
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		<u>\$ 156,874</u>	<u>\$ 156,874</u>
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
<u>1.0</u>	<u>Associate Administrative Officer</u>	<u>156,874</u>	
Services & Supplies			
Other (specify) <u> </u>			
Equipment			
FIXED ASSETS			
<u>Item</u>	<u>Amount</u>		
Reimbursements (specify) <u> </u>			
Total:		<u>\$ 156,874</u>	<u>\$ 156,874</u>
REVENUE (specify source)			
<u>State, federal and Social Services Sales Tax</u>		<u>156,874</u>	<u>156,874</u>
Total:		<u>\$ 156,874</u>	<u>\$ 156,874</u>
LOCAL COST		<u>\$ 0</u>	<u>\$ 0</u>

HUMAN SERVICES SYSTEM

BUDGET UNIT: SUBSISTENCE PAYMENTS SUMMARY - PUBLIC ASSISTANCE (AAA - DVC, ETP, OCC; AAB - ATC, BHI, CAP, CAS, FGR, KIN, SED, UPP)

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Total appropriation	410,605,410	420,327,685	418,593,236	434,096,671
Total revenue	389,634,627	399,251,194	397,773,722	412,619,746
Local Cost	20,970,783	21,076,491	20,819,514	21,476,925

Overall, the subsistence budgets and the Aid to Indigents budget will not exceed 2003-04 local cost allocated to them. However, some subsistence budget units are projected to exceed their individual local cost allocation and local cost transfers have been made between these budget units based on individual budget units' needs. The additional local cost is offset by either 1) projected savings in other subsistence budgets and in the Aid To Indigents budget, or 2) by additional revenue from the Social Services Sales Tax Trust (Realignment).

BUDGET UNIT: DOMESTIC VIOLENCE/CHILD ABUSE (AAA DVC)

I. GENERAL PROGRAM STATEMENT

This budget unit provides for a number of contracts with agencies to ensure temporary shelter, food, transportation and emergency services and treatment/counseling for adults and children who are victims of domestic violence and child abuse.

- The domestic violence program under SB 1246 (Presley Fund) is funded by a surcharge on marriage licenses and provides funding for shelter care facilities, temporary housing, and counseling services.
- The child abuse prevention program is state funded under AB 2994 (Children's Trust Fund) by a surcharge on certified copies of birth certificates. This program provides: 1) training to childcare organizations/schools on child abuse recognition; 2) training of teenage parents encouraging proper care of infants and children; 3) group treatment for victims of abuse; and 4) group counseling for child abusers.
- An additional child abuse prevention program is funded under AB 1733. The services provided by this program are: 1) training to counselors on recognizing and reporting child abuse; 2) training to children, of preschool age to 14, on recognizing molestation and sexual abuse, avoidance techniques and reporting methods; and 3) training for parents and community groups in recognizing child abuse.

These programs are 100% funded by the three sources referenced above. There is no county general fund contribution nor staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,385,236	1,432,136	1,390,667	1,380,611
Total Financing Sources	1,378,862	1,432,136	1,397,041	1,380,611
Local Cost	6,374	-	(6,374)	-

Workload Indicators

SB 1246 Contracts	\$378,000	\$332,492	\$315,000	\$285,000
AB 2994 Contracts	\$507,277	\$469,175	\$447,631	\$447,631
AB 1733 Contracts	\$499,959	\$630,469	\$628,036	\$647,980

HUMAN SERVICES SYSTEM

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

An expected decrease in the sale of marriage licenses will result in less funding available for contractor payments.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Domestic Violence/Child Abuse
 FUND: General AAA DVC

FUNCTION: Public Assistance
 ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
Appropriation					
Other Charges	<u>1,390,667</u>	<u>1,432,136</u>	<u>(223,244)</u>	<u>-</u>	<u>1,208,892</u>
Total Appropriation	1,390,667	1,432,136	(223,244)	-	1,208,892
Revenue					
State, Fed or Gov't Aid	<u>628,036</u>	<u>630,469</u>	<u>-</u>	<u>-</u>	<u>630,469</u>
Total Revenue	628,036	630,469	-	-	630,469
Operating Transfers In	<u>769,005</u>	<u>801,667</u>	<u>(223,244)</u>	<u>-</u>	<u>578,423</u>
Total Financing Sources	1,397,041	1,432,136	(223,244)	-	1,208,892
Local Cost	(6,374)	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Domestic Violence/Child Abuse
FUND: General AAA DVC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Other Charges	1,208,892	171,719	1,380,611	-	1,380,611	-	1,380,611
Total Appropriation	1,208,892	171,719	1,380,611	-	1,380,611	-	1,380,611
<u>Revenue</u>							
State, Fed or Gov't Aid	630,469	17,511	647,980	-	647,980	-	647,980
Total Revenue	630,469	17,511	647,980	-	647,980	-	647,980
Operating Transfers In	578,423	154,208	732,631	-	732,631	-	732,631
Total Financing Sources	1,208,892	171,719	1,380,611	-	1,380,611	-	1,380,611
Local Cost	-	-	-	-	-	-	-

HUMAN SERVICES SYSTEM

Base Year Adjustments

Other Charges	<u>(223,244)</u>	Due to an expected decrease in revenue that was included in budget targets. The decrease is largely result of less birth certificates projected to be sold in 2003-04.
Total Appropriation	<u><u>(223,244)</u></u>	
Total Revenue	<u><u>(223,244)</u></u>	
Local Cost	<u><u>-</u></u>	

Recommended Program Funded Adjustments

Other Charges	<u>171,719</u>	Projections show the decrease in sale of birth certificates to be less severe than was projected in the 2003-04 budget target package.
Total Appropriation	<u><u>171,719</u></u>	
Revenue		
State, Fed or Gov't Aid	<u>17,511</u>	Increase in state funding for CAPIT (AB-1733) per allocation letter.
	<u><u>17,511</u></u>	
Total Revenue	<u><u>17,511</u></u>	
Operating Transfers In	<u>154,208</u>	Additional revenue available from special revenue fund balances.
Total Sources	<u><u>171,719</u></u>	
Local Cost	<u><u>-</u></u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: CHILD CARE PROVIDER PAYMENTS (AAA ETP)

I. GENERAL PROGRAM STATEMENT

All childcare programs administered by the Transitional Assistance Department (TAD) are budgeted within this unit. This expanded program is one of the major programs of the federal welfare reform and the resulting state CalWORKs program. The expanded programs are intended to fund childcare for CalWORKs recipients that are seeking employment or have obtained employment and continue through employment stabilization for a period of up to two years. This budget unit also incorporates the program that funds childcare for families in which the child is under the auspices of the Department of Children's Services and is at risk of parent abuse or neglect.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	85,891,477	68,504,316	90,311,824	93,919,917
Total Revenue	85,943,528	68,504,316	90,311,824	93,919,917
Local Cost	(52,051)	-	-	-
<u>Workload Indicators</u>				
Annual Paid Cases	23,153	18,229	21,284	20,462
Average Monthly Aid	\$309	\$313	\$354	\$382

In 2002-03 the budget was built based on assumptions that funding would be cut by as much as 25%. When the state released the 2002-03 allocations, funding was cut by only 9%. Due to this fact this estimate is built based on caseload trend and not on expected allocations.

Sufficient funding has been received to cover childcare expenses in 2002-03. Allocations received for childcare are as follows:

Program	2002-03 Original Allocations	Mid-Year Allocation Augmentations	Final Allocations
Stage 1 CalWORKS	\$ 35,681,406	\$ 12,192,651	\$ 47,874,057
Stage 2 Contracts	27,045,683	2,307,182	29,352,865
Stage 3 Contracts	8,167,041	2,550,000	10,717,041
General Alternative Payment (Child Protective Services)	826,971	16,539	843,510
Federal Alternative Payment (Federal Block Grant)	3,128,898	62,578	3,191,476
Total	\$ 74,849,999	\$ 17,128,950	\$ 91,978,949

In July 2002 the department presented to the Board the 2002-03 allocations and increased appropriations by \$7.0 million. Estimates indicated a need for additional funding of approximately \$13.5 million. The department submitted its request to the state in January 2003. As of April 2003 all requests for additional funding have been granted and the department will present the allocation augmentations along with the increase in appropriations and revenue to the Board in late April.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

HUMAN SERVICES SYSTEM

PROGRAM CHANGES

In 2003-04 the Governor proposes childcare funding to be included in the “realignment II” funding shift to the county. This will allow for childcare to continue to be fully funded as long as sales tax revenues grow. This would also give the county the flexibility to determine eligibility requirements in times when funding becomes stagnant.

It is projected that caseload will continue to decrease slightly due to recipients timing out or exhausting their allowable time to receive childcare. Average monthly aid in 2003-04 will increase by 8% due to inflation and high demand for childcare services.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no local cost.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Entitlement Payments
FUND: General AAA ETP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	90,311,824	68,504,316	30,534,442	-	99,038,758
Total Appropriation	90,311,824	68,504,316	30,534,442	-	99,038,758
<u>Revenue</u>					
State, Fed or Gov't Aid	90,311,824	68,504,316	30,534,442	-	99,038,758
Total Revenue	90,311,824	68,504,316	30,534,442	-	99,038,758
Local Cost	-	-	-	-	-

GROUP: Human Services System
 DEPARTMENT: Entitlement Payments
 FUND: General AAA ETP

FUNCTION: Public Assistance
 ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Other Charges	99,038,758	(5,118,841)	93,919,917	-	93,919,917	-	93,919,917
Total Appropriation	99,038,758	(5,118,841)	93,919,917	-	93,919,917	-	93,919,917
Revenue							
State, Fed or Gov't Aid	99,038,758	(5,118,841)	93,919,917	-	93,919,917	-	93,919,917
Total Revenue	99,038,758	(5,118,841)	93,919,917	-	93,919,917	-	93,919,917
Local Cost	-	-	-	-	-	-	-

Base Year Adjustments

Other Charges	<u>30,534,442</u>	Increase in allocations from federal and state sources.
Total Appropriation	<u>30,534,442</u>	
Total Revenue	<u>30,534,442</u>	
Total Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Other Charges	<u>(5,118,841)</u>	Reduction due to caseload decline.
Total Appropriation	<u>(5,118,841)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(5,118,841)</u>	
Total Revenue	<u>(5,118,841)</u>	
Local Cost	<u>-</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: OUT-OF-HOME CHILD CARE (AAA OCC)

I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for room, board and care for those children pending determination of eligibility for state or federal aid, those who are ineligible due to other resources, or those who are illegal aliens. Some of these children have serious emotional and medical problems, which increase the difficulty of locating appropriate facilities for their care. Costs for this program can fluctuate based on the unique nature and requirements of each individual case. This program is 100% locally funded. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	358,991	437,521	349,667	338,164
Local Cost	358,991	437,521	349,667	338,164

Workload Indicators

Paid Cases Per Month	40	40	33	32
Average Monthly Aid	\$748	\$877	887	890

Expenditures for this program can fluctuate based on the unique nature and requirements of each individual case, but have remained between \$300,000 and \$500,000 per year for the past three years. Expenditures for this program have decreased by 20.1% due to the Department of Children's Services ability to more efficiently help children qualify for federal and state funded programs. It is anticipated that average monthly aid per case will increase slightly due to inflation.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Paid cases per month have dropped by 20% from the previous year due to the Department of Children's Services ability to more efficiently help children qualify for federal and state programs. Average monthly aid per case has increased slightly due to inflation.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Out-of-Home Child Care
FUND: General AAA OCC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Other Charges	349,667	437,521	-	-	437,521
Total Appropriation	349,667	437,521	-	-	437,521
Local Cost	349,667	437,521	-	-	437,521

GROUP: Human Services System
DEPARTMENT: Out-of-Home Child Care
FUND: General AAA OCC

FUNCTION: Public Assistance
ACTIVITY: Aid Program

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Other Charges	437,521	(99,357)	338,164	-	338,164	-	338,164
Total Appropriation	437,521	(99,357)	338,164	-	338,164	-	338,164
Local Cost	437,521	(99,357)	338,164	-	338,164	-	338,164

Recommended Program Funded Adjustments

Other Charges	<u>(99,357)</u>	Reduction in caseload.
Total Appropriation	<u>(99,357)</u>	
Local Cost	<u>(99,357)</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: AID TO ADOPTIVE CHILDREN (AAB ATC)

I. GENERAL PROGRAM STATEMENT

This program provides financial assistance to adopting parents who would otherwise not be able to provide for a child's special needs. The children, on whose behalf monies are paid, are disadvantaged personally or physically handicapped, or are adolescents. This program enables hard to place children to be adopted and taken out of the higher cost Foster Care program. This budget is funded approximately 48% state, 36% federal with the remaining costs offset by revenue from the Social Services Sales Tax Trust and local cost. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Department Request 2003-04</u>
Total Appropriation	11,429,348	14,103,489	14,663,239	17,152,146
Total Revenue	10,393,494	13,176,268	13,736,018	15,946,603
Local Cost	1,035,854	927,221	927,221	1,205,543

Workload Indicators

Paid Cases Per Month	1,558	1,924	2,001	2,343
Average Monthly Aid	\$ 611	\$ 611	\$ 611	\$ 610

In 2002-03, continued caseload growth is due to the success of legislation that promotes participation in this program. The legislation is meant to reduce the number of children in the Foster Care program. Estimated 2002-03 expenditures are now expected to exceed budget based on an overall caseload growth of 4%. A mid-year budget adjustment is being prepared to present to the Board to increase appropriations and revenue by \$559,750. To meet the additional local cost requirement in 2002-03, an additional \$200,262 will be requested from the Social Services Sales Tax Trust.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Caseload is expected to increase approximately 17.1% in 2003-04. Continued growth is expected due to the success of legislation that promotes participation in this program.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is \$2,746,455 of which \$1,540,912 is funded from the Social Services Sales Tax Trust. The remaining \$1,205,543 requires local funding, an increase of \$278,322 over 2002-03.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aid to adoptive Children
FUND: General AAB ATC

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	14,663,239	14,103,489	1,323,984	559,750	15,987,223
Total Appropriation	14,663,239	14,103,489	1,323,984	559,750	15,987,223
<u>Revenue</u>					
State, Fed or Gov't Aid	13,736,018	13,176,268	1,323,984	559,750	15,060,002
Total Revenue	13,736,018	13,176,268	1,323,984	559,750	15,060,002
Local Cost	927,221	927,221	-	-	927,221

GROUP: Human Services System
 DEPARTMENT: Aid to Adoptive Children
 FUND: General AAB ATC

FUNCTION: Public Assistance
 ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Other Charges	15,987,223	1,164,923	17,152,146	-	<u>17,152,146</u>	-	17,152,146
Total Appropriation	15,987,223	1,164,923	17,152,146	-	17,152,146	-	17,152,146
<u>Revenue</u>							
State, Fed or Gov't Aid	<u>15,060,002</u>	<u>886,601</u>	<u>15,946,603</u>	-	<u>15,946,603</u>	-	<u>15,946,603</u>
Total Revenue	15,060,002	886,601	15,946,603	-	15,946,603	-	15,946,603
Local Cost	927,221	278,322	1,205,543	-	1,205,543	-	1,205,543

HUMAN SERVICES SYSTEM

Base Year Adjustments

Other Charges	<u>1,323,984</u>	Increased expenditures due to projected growth in caseload.
Total Appropriation	<u>1,323,984</u>	Increased federal and state reimbursement due to higher expenditures.
Total Revenue	<u>1,323,984</u>	
Local Cost	<u>-</u>	

Mid-Year Adjustment

Other Charges	<u>559,750</u>	Increased expenditures due to projected growth in caseload.
Total Appropriation	<u>559,750</u>	
Revenue		
State, Fed. or Gov't Aid	<u>559,750</u>	Increased federal and state reimbursements due to higher expenditures.
Total Revenue	<u>559,750</u>	
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Other Charges	<u>1,164,923</u>	Increased expenditures due to projected growth in caseload.
Total Appropriation	<u>1,164,923</u>	
Revenue		
State, Fed or Gov't Aid	<u>886,601</u>	Increased federal and state reimbursement due to higher expenditures.
Total Revenue	<u>886,601</u>	
Local Cost	<u>278,322</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: AFDC – FOSTER CARE (AAB BHI)

I. GENERAL PROGRAM STATEMENT

This program provides aid payments for children living in foster homes and group-care facilities. The Foster Care caseload consists of cases from both the Department of Children's Services (DCS) (approximately 89%) and Probation (approximately 11%). The cost of Probation related foster care cases is approximately 4.5 times greater than DCS cases due to the higher levels of care required for these juveniles.

There are two funding eligibility criteria in the Foster Care Program, federal (federal, state and county participation) and non-federal (state and county only). Foster Care placements are generally eligible for federal financial participation if the parents meet the previous Aid to Families with Dependent Children (AFDC) Program criteria.

- The federal government reimburses approximately 45% of the cost of federally eligible cases.
- The state reimburses approximately 21% of the cost of federally eligible cases and 40% of the cost of non-federally eligible cases
- The remaining county share-of-cost is reimbursed from the non-custodial parents (\$700,000), the Social Services Sales Tax Trust and the county general fund.

There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	88,208,101	91,761,451	90,080,949	97,635,819
Total Revenue	74,199,912	78,257,382	76,576,880	83,857,781
Local Cost	14,008,189	13,504,069	13,504,069	13,778,038

Workload Indicators

Non-Federal

Annual Paid Cases	14,407	14,520	14,008	14,394
Paid Cases Per Month	1,201	1,210	1,167	1,200
Average Monthly Aid	\$1,494	\$1,675	\$1,560	\$1,685

Federal

Annual Paid Cases	43,766	43,548	43,055	42,846
Paid Cases Per Month	3,647	3,629	3,588	3,571
Average Monthly Aid	\$1,505	\$1,528	\$1,559	\$1,687

Caseload had been expected to remain stable for 2002-03. However, factors contributing to the continuing decrease can be attributed to an increase in the number of children transferred from Foster Care to the Kin-Gap Program and continued development of diversionary programs by the Probation Department providing an alternative approach to foster care placements.

Costs per case continue to increase due to the severe statewide shortage of foster family homes and intensive treatment facilities for seriously troubled children, resulting in these cases being placed in more costly foster family agencies.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

HUMAN SERVICES SYSTEM

PROGRAM CHANGES

While overall caseloads are projected to remain stable in 2003-04, in October 2003, a 72-bed facility, Vision Quest, is scheduled to open and begin to care for children who would otherwise be awaiting placement while being housed at Juvenile Hall Detention Center. It is anticipated that thirty-six children will be placed in October and thirty-six children will be placed in November, bringing the facility to full capacity. This facility will be paid at a Rate Classification Level 12 for each placement. The Probation Department has an agreement with Vision Quest to maintain 72 placements per month for 2003-04.

Due to the continuing shortage of foster family homes, placements in more costly foster family agencies will continue. The increases in caseload and cost per case will require \$5.9 million more in appropriations than 2002-03 budget. This increase will be funded by \$3.9 million in federal and state reimbursement and \$273,969 in additional local cost. The remaining local share will require an additional \$1.7 million from the Social Services Sales Tax Trust (Realignment).

OTHER CHANGES

A new pilot program, Wraparound services, authorized by SB 613 began in 2002-03. This program is aimed at keeping children in their homes rather than in high-level care foster care placements. A vendor was chosen to provide intensive case management, perform needs assessments, develop individualized family and child service plans, and monitor appropriate services/resources. Costs for this program have been minimal to date, and it is not known how this program will impact 2003-04. The county will be reimbursed by the state for contracted services at the approved Rate Classification Level for foster care placements of children in this program. It is not known what impact the current state budget situation may have on this reimbursement.

Fouts Springs Youth Facility continues to be fully operational. HSS reimbursements through this budget unit to the Probation Department for this facility are expected to remain at \$1.1 million for 2003-04.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: AFDC Foster Care
 FUND: General AAB BHI

FUNCTION: Public Assistance
 ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	90,080,949	91,761,451	6,100,162	-	97,861,613
Total Appropriation	90,080,949	91,761,451	6,100,162	-	97,861,613
<u>Revenue</u>					
State, Fed or Gov't Aid	75,876,880	77,557,382	5,826,193	-	83,383,575
Other Revenue	700,000	700,000	-	-	700,000
Total Revenue	76,576,880	78,257,382	5,826,193	-	84,083,575
Local Cost	13,504,069	13,504,069	273,969	-	13,778,038

GROUP: Human Services System
DEPARTMENT: AFDC Foster Care
FUND: General AAB BHI

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Other Charges	97,861,613	(225,794)	97,635,819	-	97,635,819	-	97,635,819
Total Appropriation	97,861,613	(225,794)	97,635,819	-	97,635,819	-	97,635,819
Revenue							
State, Fed or Gov't Aid	83,383,575	(225,794)	83,157,781	-	83,157,781	-	83,157,781
Other Revenue	700,000	-	700,000	-	700,000	-	700,000
Total Revenue	84,083,575	(225,794)	83,857,781	-	83,857,781	-	83,857,781
Local Cost	13,778,038	-	13,778,038	-	13,778,038	-	13,778,038

Base Year Adjustments

Other Charges	6,100,162	Includes increases in expenditures due to the opening of the 72-bed facility, Vision Quest, scheduled to open in October 2003. Also, cost per case increasing due to shortage of foster family homes and higher placements in more costly foster family agency.
Total Appropriation	6,100,162	
Revenue	5,826,193	
Total Revenue	5,826,193	Includes increases in federal and state revenues.
Total Local Cost	273,969	

Recommended Program Funded Adjustments

Other Charges	(225,794)	Caseload growth projected to be smaller than originally estimated.
Total Appropriation	(225,794)	
Revenue		
State, Fed or Gov't Aid	(225,794)	Funding reduced as no significant caseload growth is forecasted.
Total Revenue	(225,794)	
Local Cost	-	

HUMAN SERVICES SYSTEM

BUDGET UNIT: REFUGEE CASH ASSISTANCE (AAB CAP)

I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for a maximum of eight months to all refugees who cannot meet the requirements for the Refugee Demonstration Project and CalWORKS programs. This program is 100% federally funded and open-ended. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	80,670	520,000	57,254	520,000
Total Revenue	79,862	520,000	57,254	520,000
Local Cost	808	-	-	-
<u>Workload Indicators</u>				
Paid Cases Per Month	17	98	18	98
Average Monthly Aid	\$395	\$442	\$271	\$442

Expenditures for 2002-03 are lower than budgeted due to a decrease in the refugee population moving into the County and many participants reaching the eight month time limit of the program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Because the refugee situation can change dramatically at any time it is recommended that the 2003-04 appropriations be held at the current level.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Refugee Cash Assistance Program
FUND: General AAA CAP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	57,254	520,000	-	-	520,000
Total Appropriation	57,254	520,000	-	-	520,000
<u>Revenue</u>					
State, Fed, Gov't Aid	57,254	520,000	-	-	520,000
Total Revenue	57,254	520,000	-	-	520,000
Local Cost	-	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Refugee Cash Assistance Program
FUND: General AAA CAP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<u>Appropriation</u>							
Other Charges	520,000	-	520,000	-	520,000	-	520,000
Total Appropriation	520,000	-	520,000	-	520,000	-	520,000
<u>Revenue</u>							
State, Fed or Gov't Aid	520,000	-	520,000	-	520,000	-	520,000
Total Revenue	520,000	-	520,000	-	520,000	-	520,000
Local Cost	-	-	-	-	-	-	-

HUMAN SERVICES SYSTEM

BUDGET UNIT: CASH ASSISTANCE FOR IMMIGRANTS (AAB CAS)

I. GENERAL PROGRAM STATEMENT

This program, under AB-2779, provides cash assistance to aged, blind and disabled legal immigrants who meet the Supplemental Security Income/State Supplementary Payment (SSI/SSP) immigration status requirements in effect on August 21, 1998 and all other current SSI/SSP eligibility requirements, yet are no longer eligible for SSI/SSP solely due to their immigration status. This program is 100% state funded. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	734,667	1,053,030	783,820	1,053,030
Total Revenue	734,141	1,053,030	783,820	1,053,030
Local Cost	526	-	-	-
<u>Workload Indicators</u>				
Paid Cases Per Month	104	117	101	116
Average Monthly Aid	\$588	\$747	\$648	\$752

Estimated expenditures for 2002-03 are lower than budgeted due to many of these cases moving into the federal SSI/SSP program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Because the State legislature could expand program eligibility at any time it is recommended that 2003-04 appropriations be held at the current level.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Cash Assistance - Immigrants
FUND: General AAB CAS

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	783,820	1,053,030	-	-	1,053,030
Total Appropriation	783,820	1,053,030	-	-	1,053,030
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>783,820</u>	<u>1,053,030</u>	<u>-</u>	<u>-</u>	<u>1,053,030</u>
Total Revenue	783,820	1,053,030	-	-	1,053,030
Local Cost	-	-	-	-	-

GROUP: Human Services System
DEPARTMENT: Cash Assistance - Immigrants
FUND: General AAB CAS

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<u>Appropriation</u>							
Other Charges	1,053,030	-	1,053,030	-	1,053,030	-	1,053,030
Total Appropriation	1,053,030	-	1,053,030	-	1,053,030	-	1,053,030
<u>Revenue</u>							
State, Fed or Gov't Aid	1,053,030	-	1,053,030	-	1,053,030	-	1,053,030
Total Revenue	1,053,030	-	1,053,030	-	1,053,030	-	1,053,030
Local Cost	-	-	-	-	-	-	-

HUMAN SERVICES SYSTEM

BUDGET UNIT: CalWORKS – ALL OTHER FAMILIES (AAB FGR)

I. GENERAL PROGRAM STATEMENT

The budget provides CalWORKs assistance payments to families eligible for aid and includes all cases that have not been identified as two-parent or zero-parent families. The federal (50%) and state (47.5%) governments reimburse costs for this program. A county general fund contribution of \$4,430,059 and child support payments of \$700,000 from non-custodial parents offset the remaining costs. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	197,639,766	213,396,272	196,226,943	196,553,943
Total Revenue	193,448,666	208,761,366	191,753,250	192,123,884
Local Cost	4,191,100	4,634,906	4,473,693	4,430,059
<u>Workload Indicators</u>				
Annual Paid Cases	379,681	397,506	376,848	380,054
Paid Cases Per Month	31,640	33,126	31,404	31,671
Average Monthly Aid	\$522	\$537	\$522	\$517

Caseload increases predicted by the Governor's office failed to materialize (decreases have actually been realized) resulting in significantly less expenditures than forecasted. The workload indicator for Annual Paid Cases and Paid Cases per month provided for Budget 2002-03 was discovered to be incorrect. The correct figure is reflected on this page.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - All Other Families
FUND: General AAB FGR

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	196,226,943	213,396,272	(15,120,254)	-	198,276,018
Total Appropriation	196,226,943	213,396,272	(15,120,254)	-	198,276,018
<u>Revenue</u>					
State, Fed or Gov't Aid	191,053,250	208,061,366	(14,960,352)	-	193,101,014
Other Revenue	700,000	700,000	-	-	700,000
Total Revenue	191,753,250	208,761,366	(14,960,352)	-	193,801,014
Local Cost	4,473,693	4,634,906	(159,902)	-	4,475,004

GROUP: Human Services System
DEPARTMENT: CalWORKS - All Other Families
FUND: General AAB FGR

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Other Charges	198,276,018	(1,722,075)	196,553,943	-	196,553,943	-	196,553,943
Total Appropriation	198,276,018	(1,722,075)	196,553,943	-	196,553,943	-	196,553,943
<u>Revenue</u>							
State, Fed or Gov't Aid	193,101,014	(1,677,130)	191,423,884	-	191,423,884	-	191,423,884
Other Revenue	700,000	-	700,000	-	700,000	-	700,000
Total Revenue	193,801,014	(1,677,130)	192,123,884	-	192,123,884	-	192,123,884
Local Cost	4,475,004	(44,945)	4,430,059	-	4,430,059	-	4,430,059

HUMAN SERVICES SYSTEM

Base Year Adjustments

Other Charges	<u>(15,120,254)</u>	Due to decreasing caseloads as opposed to increases predicted by the Governor's office.
Total Appropriation	<u>(15,120,254)</u>	
Total Revenue	<u>(14,960,352)</u>	Less revenue from the state and federal governments due to decreasing caseloads.
Local Cost	<u>(159,902)</u>	

Recommended Program Funded Adjustments

Other Charges	<u>(1,722,075)</u>	Due to decreasing caseloads.
Total Appropriation	<u>(1,722,075)</u>	
Revenue	<u>-</u>	
Total Revenue	<u>(1,677,130)</u>	Less revenue from the state and federal governments due to decreasing caseloads.
Local Cost	<u>(44,945)</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: CalWORKS – KIN GAP (AAB KIN)

I. GENERAL PROGRAM STATEMENT

This federal program was implemented Jan. 1, 2000. It provides a subsidy to children who leave the juvenile court dependency system to live with a relative legal guardian. It offers relative caregivers of dependent children a new option for providing a permanent home to these children. To be eligible for the program, the child must have lived with the relative at least 12 consecutive months, the relative guardianship must be established pursuant to Welfare and Institutions Code 366.26, and the juvenile court dependency for the child must be dismissed. Movement to the Kin-GAP program is not automatic. The court, with a recommendation from the social worker, has discretion regarding whether termination of dependency is in the child's best interest.

The estimated federal cost reimbursement is approximately 66% and the state cost reimbursement is approximately 17%. The remaining 17%, or local share, is offset by a county general fund contribution. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,642,683	2,709,753	2,484,160	3,351,569
Total Revenue	1,420,522	2,334,426	2,074,315	2,795,803
Local Cost	222,161	375,327	409,845	555,766
<u>Workload Indicators</u>				
Annual Paid Cases	3,382	5,577	4,622	5,899
Paid Cases Per Month	282	465	385	492
Average Monthly Aid	\$486	\$486	\$537	\$567

Local cost increased in 2002-03 due to a decrease in the federal reimbursement rate. Only part of the loss of federal revenue will be offset by an increase in state revenue. The balance must be covered by local funds.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

The State of California Department of Social Services has projected caseload for the Kin-Gap program to continue to steadily increase. As caseload increases, the local share of cost will increase. Anticipated local cost savings in other subsistence budget units will be used to offset the \$180,439 increase in required local funding.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: CalWORKS - KIN GAP
 FUND: General AAB KIN

FUNCTION: Public Assistance
 ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	2,484,160	2,709,753	332,480	-	3,042,233
Total Appropriation	2,484,160	2,709,753	332,480	-	3,042,233
<u>Revenue</u>					
State, Fed or Gov't Aid	2,061,315	2,324,426	332,480	-	2,656,906
Other Revenue	13,000	10,000	-	-	10,000
Total Revenue	2,074,315	2,334,426	332,480	-	2,666,906
Local Cost	409,845	375,327	-	-	375,327

GROUP: Human Services System
DEPARTMENT: CalWORKS - KIN GAP
FUND: General AAB KIN

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Other Charges	3,042,233	309,336	3,351,569	-	<u>3,351,569</u>	-	3,351,569
Total Appropriation	3,042,233	309,336	3,351,569	-	<u>3,351,569</u>	-	3,351,569
Revenue							
State, Fed or Gov't Aid	2,656,906	124,897	2,781,803	-	<u>2,781,803</u>	-	2,781,803
Other Revenue	10,000	4,000	14,000	-	<u>14,000</u>	-	14,000
Total Revenue	2,666,906	128,897	2,795,803	-	<u>2,795,803</u>	-	2,795,803
Local Cost	375,327	180,439	555,766	-	<u>555,766</u>	-	555,766

Base Year Adjustments

Other Charges	<u>332,480</u>	Increased cost due to higher caseload.
Total Appropriation	<u>332,480</u>	
State/Fed Revenue	<u>332,480</u>	Includes increases in federal and state revenues.
Total Revenue	<u>332,480</u>	
Total Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Other Charges	<u>309,336</u>	Increased expenditures due to projected increase in caseload and costs.
Total Appropriation	<u>309,336</u>	
Revenue		
State, Fed or Gov't Aid	<u>124,897</u>	To fund projected increase in caseload and costs.
Other Revenue	<u>4,000</u>	Increase due to higher child support reimbursement collections.
Total Revenue	<u>128,897</u>	
Local Cost	<u>180,439</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: SERIOUSLY EMOTIONALLY DISTURBED (AAB SED)

I. GENERAL PROGRAM STATEMENT

Assembly Bill 3263 requires Human Services System to pay out-of-home costs for seriously emotionally disturbed (SED) children. The SED children under this program are referrals from the county's school districts whom have not been abused or neglected and are placed out-of-home pursuant to an individualized education program (IEP). These clients are referred to the Department of Behavioral Health (DBH) whom has case management and supervision responsibility. This budget includes an expenditure offset of \$100,000 from the DBH for clients placed in residential facilities outside of California. This budget is funded 40% by the state with the remainder funded from Social Services Sales Tax Trust and a county general fund contribution. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	2,555,547	2,365,658	3,302,646	3,345,010
Total Revenue	1,836,034	1,734,312	2,562,184	2,613,701
Local Cost	719,513	631,346	740,462	731,309

Workload Indicators

Paid Cases Per month	37	39	43	44
Average Monthly Aid	\$5,756	\$5,202	\$6,600	\$6,525

Increases in caseload are directly related to the population of the county and the corresponding county school enrollment. It is now expected that caseloads will increase nearly 10.3% over prior year. Average monthly placement costs are also much more than anticipated (nearly 26.9% more than prior year) and are attributed to the participants in this program requiring a higher level of group home care as determined at the initial intake assessment.

On March 18, 2003 the Board approved item #27, Human Services System (HSS) Adjustment to 2002-03 Public Assistance Final Budget. This item increased appropriations \$755,129 and state revenue \$302,052. The Social Services Sales Tax Trust will provide the required county share of \$453,077. Expenditures continue to rise and may require an additional \$181,859 in appropriations and revenue in 2002-03. The corresponding local share could be \$109,116. Expenditures for the remainder of 2002-03 will be monitored closely and if an additional mid-year adjustment is needed it will be presented to the Board for approval.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Projected expenditures for 2003-04 are based on the continued higher overall average monthly caseload, placement in higher level of care facilities, and expected rate increases granted to group homes. The majority of the participants are placed in rate classification level (RCL) 11 and 12 group homes. However, nearly 9% of the participants are currently placed in the highest level of group home RCL 14. The majority of the participants, 59%, remain in the program 1 year or less and 29% remain in the program between 1 and 2 years. Only 7 participants have remained in this program for more than 2 years.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is \$2,007,006 of which \$1,275,697 is funded from the Social Services Sales Tax Trust. The remaining \$731,309 requires local funding, an increase of \$99,963 over 2002-03.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None..

GROUP: Human Services System
 DEPARTMENT: Seriously Emotionally Disturbed
 FUND: General AAB SED

FUNCTION: Public Assistance
 ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	3,302,646	2,365,658	812,746	-	3,178,404
Total Appropriation	3,302,646	2,365,658	812,746	-	3,178,404
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>2,562,184</u>	<u>1,734,312</u>	<u>812,746</u>	<u>-</u>	<u>2,547,058</u>
Total Revenue	2,562,184	1,734,312	812,746	-	2,547,058
Local Cost	740,462	631,346	-	-	631,346

GROUP: Human Services System
DEPARTMENT: Seriously Emotionally Disturbed
FUND: General AAB SED

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Other Charges	3,178,404	166,606	3,345,010	-	<u>3,345,010</u>	-	3,345,010
Total Appropriation	3,178,404	166,606	3,345,010	-	3,345,010	-	3,345,010
<u>Revenue</u>							
State, Fed or Gov't Aid	<u>2,547,058</u>	<u>66,643</u>	<u>2,613,701</u>	-	<u>2,613,701</u>	-	<u>2,613,701</u>
Total Revenue	2,547,058	66,643	2,613,701	-	2,613,701	-	2,613,701
Local Cost	631,346	99,963	731,309	-	731,309	-	731,309

HUMAN SERVICES SYSTEM

Base Year Adjustments

Other Charges	<u>812,746</u>	Increased expenditures due to projected caseload growth and increased group home costs.
Total Appropriation	<u>812,746</u>	Increased state reimbursement due to higher expenditures.
Total Revenue	<u>812,746</u>	
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Other Charges	<u>166,606</u>	Increased expenditures due to projected caseload growth and increased group home costs.
Total Appropriation	<u>166,606</u>	
Revenue		
State, Fed or Gov't Aid	<u>66,643</u>	Increased state reimbursement due to higher expenditures.
Total Revenue	<u>66,643</u>	
Local Cost	<u>99,963</u>	

HUMAN SERVICES SYSTEM

BUDGET UNIT: CalWORKS – 2-PARENT FAMILIES (AAB UPP)

I. GENERAL PROGRAM STATEMENT

This program provides payments to resident families who are eligible for aid in accordance with state law. This budget includes all cases identified as having two parents in the home or in which the parent(s) is excluded from, or ineligible for, CalWORKs. It is estimated that approximately 6,892 dependents will be aided monthly.

The state (97.38%) and federal (.12%) governments reimburse costs for this program. Reimbursements from non-custodial parents of \$35,000 and a county general fund contribution of \$438,046 offset the remaining costs. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	20,678,924	24,044,059	18,942,067	18,846,462
Total Revenue	20,199,606	23,477,958	18,521,136	18,408,416
Local Cost	479,318	566,101	420,931	438,046
<u>Workload Indicators</u>				
Annual Paid Cases	34,388	37,578	31,423	31,448
Paid Cases Per Month	2,866	3,132	2,619	2,621
Average Monthly Aid	\$604	\$640	\$604	\$599

Caseload decreases have been realized rather than the increases predicted by the Governor's office resulting in significantly lower expenditures and revenues than forecasted. The workload indicator for Annual Paid Cases and Paid Cases Per Month provided for Budget 2002-03 was discovered to be incorrect. The corrected figure is reflected on this page.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - 2-Parent Families
FUND: General AAB UPP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	18,942,067	24,044,059	(4,640,280)	-	19,403,779
Total Appropriation	18,942,067	24,044,059	(4,640,280)	-	19,403,779
<u>Revenue</u>					
State, Fed or Gov't Aid	18,466,136	23,442,958	(4,526,213)	-	18,916,745
Other Revenue	<u>55,000</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>35,000</u>
Total Revenue	18,521,136	23,477,958	(4,526,213)	-	18,951,745
Local Cost	420,931	566,101	(114,067)	-	452,034

GROUP: Human Services System
DEPARTMENT: CalWORKS - 2-Parent Families
FUND: General AAB UPP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Other Charges	19,403,779	(557,317)	18,846,462	-	18,846,462	-	18,846,462
Total Appropriation	19,403,779	(557,317)	18,846,462	-	18,846,462	-	18,846,462
Revenue							
State, Fed or Gov't Aid	18,916,745	(543,329)	18,373,416	-	18,373,416	-	18,373,416
Other Revenue	35,000	-	35,000	-	35,000	-	35,000
Total Revenue	18,951,745	(543,329)	18,408,416	-	18,408,416	-	18,408,416
Local Cost	452,034	(13,988)	438,046	-	438,046	-	438,046

Base Year Adjustments

Other Charges	(4,640,280)	Due to decreasing caseloads as opposed to increases predicted by the Governor's office.
Total Appropriation	(4,640,280)	
Total Revenue	(4,526,213)	Less revenue from the state and federal governments due to decreasing caseloads.
Total Local Cost	(114,067)	

Recommended Program Funded Adjustments

Other Charges	(557,317)	Due to decreasing caseloads.
Total Appropriation	(557,317)	
Revenue		
State, Fed or Gov't Aid	(543,329)	Less revenue from the state and federal governments due to decreasing caseloads.
Total Revenue	(543,329)	
Local Cost	(13,988)	

HUMAN SERVICES SYSTEM

BUDGET UNIT: AID TO INDIGENTS (AAA ATI)

I. GENERAL PROGRAM STATEMENT

This budget provides subsistence in the form of cash aid, food, shelter, and transportation to indigents who do not meet categorical eligibility requirements for state and federally funded programs. Services and supplies consist of a fixed amount contract with a law firm to assist clients in preparing applications for Social Security Insurance (SSI) benefits. Other charges consist of general relief payments to facilitate transition to an employable status and to provide interim assistance pending receipt of SSI benefits. Other revenue represents retroactive SSI payments, which the county receives as reimbursement for general relief assistance provided to SSI eligible indigents prior to their enrollment in the SSI program. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,268,548	1,614,343	1,283,406	1,275,123
Total Revenue	356,844	269,772	280,021	330,986
Local Cost	911,704	1,344,571	1,003,385	944,137

Workload Indicators

Individuals Served Per Month	417	500	422	415
Average Monthly Aid	\$244	\$269	\$246	\$252

Historically this budget unit has fluctuated with the changing economy, therefore, caseloads were projected to continue to rise in 2002-03. Although caseloads rose throughout the first half of 2002-03, they are in decline in the first two months of the second half of the year resulting in a potential local cost savings of \$341,186. However, the savings may be offset by local cost overages in other subsistence budget units.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month. It is estimated that revenues will be 3.8% greater than budget.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

It is projected that caseload will decrease by 17% in comparison to last year's budget due to an unrealized caseload increase. The 2002-03 budgeted caseload was developed based on the previous 7 months and not 12 months. Historically caseload has increased in the first 6 months of the fiscal year and then drops the last 6 months. The budget in 2003-04 was built based on 12 months to account for this fluctuation. Average monthly aid per case is projected to decrease slightly over last year by 6% due to the same over estimate.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month and year to year. It is estimated that revenues will be 23% higher in 2003-04.

OTHER CHANGES

None.

VI. VACANT POSITION REQUEST

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General AAA ATI

FUNCTION: Public Assistance
ACTIVITY: General Relief

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
<u>Appropriation</u>					
Services and Supplies	30,180	43,588	-	-	43,588
Other Charges	<u>1,253,226</u>	<u>1,570,755</u>	<u>-</u>	<u>-</u>	<u>1,570,755</u>
Total Appropriation	1,283,406	1,614,343	-	-	1,614,343
<u>Revenue</u>					
Other Revenue	<u>280,021</u>	<u>269,772</u>	<u>-</u>	<u>-</u>	<u>269,772</u>
Total Revenue	280,021	269,772	-	-	269,772
Local Cost	1,003,385	1,344,571	-	-	1,344,571

GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General AAA ATI

FUNCTION: Public Assistance
ACTIVITY: General Relief

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Services and Supplies	43,588	(8,218)	35,370	-	35,370	-	35,370
Other Charges	1,570,755	(331,002)	1,239,753	-	1,239,753	-	1,239,753
Total Appropriation	1,614,343	(339,220)	1,275,123	-	1,275,123	-	1,275,123
Revenue							
Other Revenue	269,772	61,214	330,986	-	330,986	-	330,986
Total Revenue	269,772	61,214	330,986	-	330,986	-	330,986
Local Cost	1,344,571	(400,434)	944,137	-	944,137	-	944,137

Recommended Program Funded Adjustments

Services and Supplies	<u>(8,218)</u>	Reduction in professional services.
Other Charges	<u>(331,002)</u>	Reduction in relief payments.
Total Appropriation	<u>(339,220)</u>	
Revenue		
Other Revenue	<u>61,214</u>	Increase in retroactive SSI payments.
Total Revenue	<u>61,214</u>	
Local Cost	<u>(400,434)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELM
BUDGET UNIT: PROPOSITION 36 (RHD DPA)

I. GENERAL PROGRAM STATEMENT

In November 2000, California passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (Act). The Act mandated that certain persons convicted of a nonviolent drug possession offense, and any parolee who is determined by the Parole Authority to have committed a nonviolent drug possession offense, or violated any other drug-related condition of parole, will be provided drug treatment and related services in lieu of incarceration. On February 6, 2001 the Board of Supervisors designated Human Services System as the county lead agency for implementation of the Act and established a local interest earning trust fund for funds received from the state for this program. This special revenue fund is used to account for disposition of the funds received from the state. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	5,612,744	8,913,631	6,620,144	8,126,208
Total Revenue	8,641,492	5,884,883	5,864,883	5,852,721
Fund Balance		3,028,748		2,273,487

Variances between estimated and budget for 2002-03 existed in contingencies due to lower than anticipated number of patients being treated under this program.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

Program changes affecting the budget include a net increase of \$4,027,743 in transfers. This represents an increase of \$52,539 to Human Services System for support services, an increase of \$2,000 to Trial Court for vocational training services, and an increase of \$3,973,204 due to an accounting change.

Operating transfers out decreased \$3,973,204 due to the reclassification of transfers as mentioned above.

Changes in program revenue include: the decrease in state allocation of \$12,162 and a decrease of interest revenue of \$20,000.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Human Services System - Proposition 36
FUND: Special Revenue RHD DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Contingencies	-	2,341,092	-	-	2,341,092
Transfers	<u>2,646,940</u>	<u>2,599,335</u>	<u>-</u>	<u>-</u>	<u>2,599,335</u>
Total Appropriation	2,646,940	4,940,427	-	-	4,940,427
Operating Transfers Out	<u>3,973,204</u>	<u>3,973,204</u>	<u>-</u>	<u>-</u>	<u>3,973,204</u>
Total Requirements	6,620,144	8,913,631	-	-	8,913,631
<u>Revenue</u>					
Use of Money & Prop	180,000	200,000	-	-	200,000
State, Fed or Gov't Aid	<u>5,684,883</u>	<u>5,684,883</u>	<u>-</u>	<u>-</u>	<u>5,684,883</u>
Total Revenue	5,864,883	5,884,883	-	-	5,884,883
Fund Balance		3,028,748	-	-	3,028,748

GROUP: Human Services System
 DEPARTMENT: Human Services System - Proposition 36
 FUND: Special Revenue RHD DPA

FUNCTION: Public Assistance
 ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Contingencies	2,341,092	(841,962)	1,499,130	-	1,499,130	-	1,499,130
Transfers	2,599,335	4,027,743	6,627,078	-	6,627,078	-	6,627,078
Total Appropriation	4,940,427	3,185,781	8,126,208	-	8,126,208	-	8,126,208
Operating Transfers Out	3,973,204	(3,973,204)	-	-	-	-	-
Total Requirements	8,913,631	(787,423)	8,126,208	-	8,126,208	-	8,126,208
Revenue							
Use of Money & Prop	200,000	(20,000)	180,000	-	180,000	-	180,000
State, Fed or Gov't Aid	5,684,883	(12,162)	5,672,721	-	5,672,721	-	5,672,721
Total Revenue	5,884,883	(32,162)	5,852,721	-	5,852,721	-	5,852,721
Fund Balance	3,028,748	(755,261)	2,273,487	-	2,273,487	-	2,273,487

HUMAN SERVICES SYSTEM

Recommended Program Funded Adjustments		
Contingencies	<u>(841,962)</u>	Decrease in contingencies to cover on-going expenses not cover but the annual state allocation.
Transfers	<u>4,027,743</u>	\$3,973,204 previously budgeted as operating transfers out and \$52,935 increase in Human Services System administrative expenses related to fee collection, and \$2,000 increase in court ancillary services related to vocational training services.
Total Appropriation	<u>3,185,781</u>	
Operating Transfers Out	<u>(3,973,204)</u>	Budgeted as transfers.
Total Requirements	<u>(787,423)</u>	
Revenue		
Use of Money & Prop	<u>(20,000)</u>	Decrease in interest.
State, Fed or Gov't Aid	<u>(12,162)</u>	Decrease in county's allocation by the state.
Total Revenue	<u>(32,162)</u>	
Fund Balance	<u>(755,261)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN SERVICES SYSTEM
ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELM
BUDGET UNIT: AB212 TEACHER STIPENDS (RHE DPA)

I. GENERAL PROGRAM STATEMENT

High quality childcare is dependent upon a well-trained, well-compensated and dedicated staff. In an effort to foster an environment where this type of staff is developed and retained, Children's Network applied for and was awarded this state grant via Assembly Bill 212 (Teacher Stipends) in December 2001. Grant monies are placed in this special revenue fund providing stipends to pre-school teachers and/or administrators who demonstrate completion of college credits towards certification or post-secondary degrees. The stipend increases as the number of college units completed increases thereby acting as an incentive for preschool teachers to further educational levels. Stipends also increase for teachers who speak a second language or teach disabled children making preschool services accessible to a larger portion of the community. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Requirements	-	638,912	1,284,310	612,000
Total Revenue	639,231	-	645,398	612,000
Fund Balance		638,912		-
<u>Workload Indicators</u>				
Stipends Awarded	-	-	719	343

The difference between the Budget 2002-03 and Estimated 2002-03 figures is due to 2001-02 revenue not being received until very late in the fiscal year, making it impossible for stipends to be awarded before the end of the fiscal year. The state allowed the revenue to be carried forward to 2002-03. Additionally, unexpected additional grant monies were received in 2002-03.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The 2003-04 grant has yet to be determined but is estimated to be \$606,000. In addition, projected interest of \$6,000 may be available to supplement the grant and be used toward stipends. All grant monies are projected to be spent by the end of 2003-04.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Human Services System - AB212 TEACHER STIPENDS
 FUND: Special Revenue RHE DPA

FUNCTION: Public Assistance
 ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Other Charges	<u>1,284,310</u>	<u>638,912</u>	-	-	<u>638,912</u>
Total Appropriation	1,284,310	638,912	-	-	638,912
<u>Revenue</u>					
Use of Money & Prop	-	-	-	-	-
State, Fed or Gov't Aid	<u>645,398</u>	-	-	-	-
Total Revenue	645,398	-	-	-	-
Fund Balance		638,912	-	-	638,912

GROUP: Human Services System
DEPARTMENT: Human Services System - AB212 TEACHER STIPENDS
FUND: Special Revenue RHE DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

HUMAN SERVICES SYSTEM

ANALYSIS OF 2003-04 BUDGET

	E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
<u>Appropriation</u>							
Other Charges	638,912	(26,912)	612,000	-	612,000	-	612,000
Total Appropriation	638,912	(26,912)	612,000	-	612,000	-	612,000
<u>Revenue</u>							
Use of Money & Prop	-	6,000	6,000	-	6,000	-	6,000
State, Fed or Gov't Aid	-	606,000	606,000	-	606,000	-	606,000
Total Revenue	-	612,000	612,000	-	612,000	-	612,000
Fund Balance	638,912	(638,912)	-	-	-	-	-

Recommended Program Funded Adjustments

Other Charges	<u>(26,912)</u>	Decreased stipends due to lower grant from the state.
Total Appropriation	<u>(26,912)</u>	
Revenue		
State, Fed or Gov't Aid	<u>606,000</u>	Expected grant from state for teacher stipend program.
Use of Money & Prop	<u>6,000</u>	Projected interest on fund balance.
Total Revenue	<u>612,000</u>	
Fund Balance	<u>(638,912)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: PRESCHOOL SERVICES
ADMINISTRATOR: ROBERTA YORK
BUDGET UNIT: RSC HPS

I. GENERAL PROGRAM STATEMENT

Preschool Services Department (PSD) has operated the Federal Head Start program and other childcare programs in San Bernardino County since 1965 providing comprehensive child development and family services to children, ages 3 to 5 years, of low income and disadvantaged families. As the primary program (80% of all funding), Head Start incorporates educational, health, nutritional, and psychological services in order to help children become ready to enter and succeed in school and life in general. Site expansion and currently operating sites will provide childcare services at 45 sites throughout the county. Other programs operated by this department include the State Preschool, the General Child Care and the Child and Adult Care Food Programs.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	32,631,728	36,768,311	36,720,349	37,534,164
Total Revenue	30,853,852	36,850,315	36,802,353	37,534,164
Fund Balance		(82,004)		-
Budgeted Staffing		653.7		577.1
<u>Workload Indicators</u>				
Average daily # of classes	283	315	269	282
Average daily # of children	4,352	5,122	4,303	4,490

PSD applied for and received authorization from the Federal Administration of Children and Families (ACF) to reauthorize \$1.66 million in expansion funds from 2001-02 to 2002-03. The Board of Supervisors approved the one-time rollover on August 13, 2002 (Item no. 35) to fund start-up costs such as facilities renovations, playground equipment, copiers, classroom equipment, classroom supplies and to provide salaries and benefits for expansion staff. The expansion sites include Adelanto, Apple Valley, Crestline, Joshua Tree, Upland and Victorville.

Workload estimates (avg. daily # of classes and children) for 2002-03 are under budget by 46 classes and 819 children due to various factors. There was a construction delay in opening several expansion sites and/or classrooms. Sites/classrooms licensed since February include: Adelanto, Apple Valley, Sivaland and Victorville. Crestline and Rialto Eucalyptus sites are expected to open in May 2003. Additionally, the workload indicator for average daily # of children for the 2002-03 budget was overstated because 68 children enrolled in Sivaland's wrap-around program (a federal and state slot combined) were included twice.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing has a net decrease of 76.6 positions. There was a zero net change in site supervisors, teachers and teacher aides (9 and 12 months), who were qualified and upgraded to level II positions based on a mid year Board item (July 23, 2002, #32) that approved six new classifications to compensate for the higher levels of education mandated by Head Start.

PRESCHOOL SERVICES

Other changes to teaching staff resulted in a net reduction of 51.9 budgeted staffing. A net increase of 14.7 budgeted positions was due to site expansion (1.5 Site Supervisor II–12 months, 3.5 Teacher II–12 months and 9.7 Teacher Aide II–12 months). A net decrease of 38.8 budgeted positions was due to deleting vacant positions that are no longer needed (7.4 Site Supervisor–9 months, 23.3 Teacher-9 months and 8.1 Teacher Aide-9 months), and a net decrease of 41.4 budgeted positions (Teachers-9 months) was due to a work hours reduction for part-day Teachers from 8 to 6 hours per day. The vacancy factor of 13.6 was eliminated.

Changes to supporting staffing resulted in a net reduction of 24.7 budgeted staffing. A net increase of 6.2 budgeted positions was due to workload increase (1.5 Accounting Technician, 1.5 Food Service Worker-12 months, 1.0 Fiscal Clerk I, 1.0 Program Supervisor, 0.1 Program Aide-9 months, 0.1 Nurse, and 1.0 Eligibility Worker II). A net decrease of 30.9 budgeted positions was due to deleting vacant positions that are no longer needed (0.5 Eligibility Worker II, 7.5 Public Service Employee, 8.6 Custodian-9 months, 5.1 Food Service Worker-9 months, 3.5 Center Clerk-9 months, 2.0 Clerk III, 2.0 General Maintenance Worker, 1.0 Generalist-9 months, 0.1 Staff Analyst II, and 0.6 Custodian-12 months).

PROGRAM CHANGES

The average daily number of classes and number of children served are expected to decrease in 2003-04 by 33 classes comprised of 564 children due to PSDs' plan to implement new full-day program options.

PSD is committed to providing new full-day program options by combining Head Start and State Preschool funded slots based on the recommendations of the Head Start - State Collaboration Office (California Department of Education, Child Development Division) and in response to the changing needs of families. More low income and disadvantage families with young children now work or train full-time due to welfare reform and are therefore in need of full-time childcare services.

PSD's collaborative plan is twofold: (1) PSD will absorb 317 State Preschool slots into the existing Full Day Head Start Program, and (2) PSD will combine two part day slots – 3.5 hours each, comprised of 247 Head Start and State Preschool slots each. In both cases, children will be co-enrolled in Head Start and State Preschool programs. PSD operates a similar program at its Sivaland location where full-day service is provided to 72 co-enrolled children. In addition to the programs mentioned above, PSD will continue to provide part-day services to 3,802 children (including Delegate Agencies) and full-day services to 52 General Child Care children at the Mill Street site.

The overall impact on recommended program funded adjustments will be a net decrease of \$ 193,369. This decrease is the result of cost savings due to the new program options (blending of federal and state slots). The new program options will result in a reduction through attrition of 15.1 budgeted teaching positions. In addition to salary savings, Preschool Services expects cost savings in transportation, food, classroom supplies and facilities (one or two sites) proportionate to the stated decrease in workload. A cost savings is also anticipated in the reduction of working hours for part-day teaching staff (from 8 to 6 hours per day) for children who attend class for 3.5 hours per day. The combined cost savings will be offset primarily by cost increases in MOU salary and benefits, unemployment insurance, workers compensation, and lease payments (CPI).

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 15.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.3	Slated for Deletion
Vacant Budgeted in Recruitment	<u>13.7</u>	Retain
Total Vacant	15.0	

PRESCHOOL SERVICES

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
 DEPARTMENT: Preschool Services
 FUND: Special Revenue RSC HPS

FUNCTION: Public Assistance
 ACTIVITY: Child Development

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	23,166,048	23,575,234	908,847	50,375	24,534,456
Services and Supplies	3,918,511	3,867,523	-	-	3,867,523
Central Computer	93,737	90,657	-	-	90,657
Other Charges	6,874,284	7,305,389	-	-	7,305,389
Equipment	491,243	-	-	-	-
Transfers	<u>2,176,526</u>	<u>1,929,508</u>	<u>-</u>	<u>-</u>	<u>1,929,508</u>
Total Appropriation	36,720,349	36,768,311	908,847	50,375	37,727,533
<u>Revenue</u>					
Use of Money & Prop	-	-	-	-	-
State, Fed or Gov't Aid	36,802,353	36,850,315	908,847	50,375	37,809,537
Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	36,802,353	36,850,315	908,847	50,375	37,809,537
Local Cost		(82,004)	-	-	(82,004)
Budgeted Staffing		653.7			653.7

GROUP: Human Services System
DEPARTMENT: Preschool Services
FUND: Special Revenue RSC HPS

FUNCTION: Public Assistance
ACTIVITY: Child Development

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	24,534,456	(583,504)	23,950,952	(47,162)	23,903,790	-	23,903,790
Services and Supplies	3,867,523	282,834	4,150,357	-	4,150,357	-	4,150,357
Central Computer	90,657	(4,877)	85,780	-	85,780	-	85,780
Other Charges	7,305,389	(334,438)	6,970,951	-	6,970,951	-	6,970,951
Equipment	-	-	-	-	-	-	-
Transfers	<u>1,929,508</u>	<u>446,616</u>	<u>2,376,124</u>	-	<u>2,376,124</u>	-	<u>2,376,124</u>
Total Appropriation	37,727,533	(193,369)	37,534,164	(47,162)	37,487,002	-	37,487,002
Revenue							
Use of Money & Prop	-	-	-	-	-	-	-
State, Fed or Gov't Aid	37,809,537	(275,373)	37,534,164	(47,162)	37,487,002	-	37,487,002
Other Revenue	-	-	-	-	<u>-</u>	-	-
Total Revenue	37,809,537	(275,373)	37,534,164	-	37,487,002	-	37,487,002
Fund Balance	(82,004)	82,004	-	(47,162)	-	-	-
Budgeted Staffing	653.7	(76.6)	577.1	(1.3)	575.8		575.8

PRESCHOOL SERVICES

Base Year Adjustments

Salaries and Benefits	603,399	MOU.
	292,558	Retirement.
	12,890	Risk Management Workers Comp (classified employees only).
	<u>908,847</u>	
Total Appropriation	<u>908,847</u>	
Total Revenue	<u>908,847</u>	Federal and state aid.
Fund Balance	<u>-</u>	

Mid-Year Adjustments

Salaries and Benefits	<u>50,375</u>	Increase in California State Department of Education, Child Development Division,
Total Appropriation	<u>50,375</u>	contracts for 2002-03. Approved by the Board on April 8, 2003, Item no. 25).
Total Revenue	<u>50,375</u>	These funds will be ongoing beginning July 1, 2002.
Fund Balance	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(583,504)</u>	Net decrease of \$583,504 is due primarily to staff reduction (76.6 budgeted positions) due to the new program options and the reduction of working hours for 9-month part-day teachers from 8 to 6 hours per day. Together, reductions will result in a savings of \$2,347,754 offset by increases in worker's comp for contract employees in the amount of \$662,289, and in MOU step raises and Level I / Level II step for the Site Supervisors, Teachers, and Teacher's Aides in the amount of 1,101,961.
Services and Supplies	<u>(67,115)</u>	Decrease in utilities due to the new program options resulting in the closure of one or two sites.
	<u>(121,621)</u>	GASB 34 Accounting Change (EHAP).
	<u>(80,000)</u>	Decrease in office expense - Outside vendors due to reduced spending because of the new program options.
	<u>528,954</u>	Increase in COWCAP costs primarily due to a rise in unemployment claims for 9-month employees.
	<u>99,000</u>	Increase in subscriptions for new Genesis System Support.
	<u>(76,384)</u>	Net decrease due to anticipated reduction of inventoriable equipment and other misc expenses.
	<u>282,834</u>	
Central Computer	<u>(4,877)</u>	Decrease anticipated in central computer charges.
Other Charges	<u>(334,438)</u>	Net decrease in other charges due to the anticipated reduction of the transportation and food services costs related to the new program options.
Transfers	<u>446,616</u>	Increases in transfers due primarily to Real Estate lease payment increase for \$219, 459. Also, increases in charges from HSS, ITSD, and HR staff in the amount of \$105,536. GASB 34 Accounting Change (EHAP) \$121,621.
Total Appropriation	<u>(193,369)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(275,373)</u>	Net decrease of federal and state aid is due primarily to an overestimation of the federal COLA/quality increase for 2002-03.
Total Revenue	<u>(275,373)</u>	
Fund Balance	<u>82,004</u>	

PRESCHOOL SERVICES

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	2.0	1.3	47,162	47,162	-
Vacant Budgeted in Recruitment - Retain	<u>25.0</u>	<u>13.7</u>	<u>432,793</u>	<u>432,793</u>	<u>-</u>
Total Vacant	27.0	15.0	479,955	479,955	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
<i>Note: If position is seasonal indicate next to Classification (Seasonal - May through August)</i>					
Vacant Budgeted Not In Recruitment					
Public Service Employee	71126	(.5)	(10,430)	(10,430)	-
Cont Preschool Site Spvr 9 mos	72057	<u>(.8)</u>	<u>(36,732)</u>	<u>(36,732)</u>	<u>-</u>
Subtotal Recommended - Delete		(1.3)	(47,162)	(47,162)	-
Subtotal Recommended - Retain		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Slated for Deletion		(1.3)	(47,162)	(47,162)	-

Vacant Budgeted in Recruitment - **Retain**

Cont PSD Food Svc Worker 12 mos	77595	1.0	21,671	21,671	-
Cont PSD Center Clerk 12 mos	76466	1.0	25,718	25,718	-
Cont PSD Custodian 12 mos	71434	1.0	24,108	24,108	-
Cont PSD Custodian 12 mos	76471	0.4	11,754	11,754	-
Cont Preschool Teacher Aide 12 m	76458	1.0	26,859	26,859	-
Cont Preschool Teacher Aide 12 m	76459	0.6	16,156	16,156	-
Cont Preschool Teacher 12 mos	76451	0.5	15,751	15,751	-
Cont PSD Center Clerk 9 months	77076	0.8	20,493	20,493	-
Cont PSD Prog Generalist 9mos	71573	0.8	30,092	30,092	-
Cont PSD Prog Generalist 9mos	71753	0.8	35,922	35,922	-
Cont Preschool Teacher 9 month	71203	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	71279	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	71453	0.6	21,255	21,255	-
Cont Preschool Teacher 9 month	72363	0.2	8,830	8,830	-
Cont Preschool Teacher 9 month	77109	0.2	7,925	7,925	-
Cont PSD Custodian 9 months	71247	0.3	8,744	8,744	-
Cont PSD Custodian 9 months	71295	0.4	11,171	11,171	-
Cont PSD Custodian 9 months	71333	0.3	8,744	8,744	-
Cont PSD Custodian 9 months	71359	0.6	16,456	16,456	-
Cont PSD Custodian 9 months	72041	0.6	16,628	16,628	-
Cont PSD Custodian 9 months	72225	0.4	11,171	11,171	-
Cont Preschool Site Spvr 9 mos	71355	0.8	29,439	29,439	-
Cont Preschool Teacher Aide 9mos	71380	0.8	21,020	21,020	-
Cont Preschool Teacher Aide 9mos	77089	0.1	5,704	5,704	-
Cont Preschool Teacher II 9 mo	77720	<u>0.5</u>	<u>19,522</u>	<u>19,522</u>	<u>-</u>
Total in Recruitment Retain		13.7	432,793	432,793	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

OVERVIEW OF BUDGET

DEPARTMENT: PUBLIC HEALTH
PROGRAMS ADMINISTRATOR: JIM FELTEN

	2003-04				
	Appropriation	Revenue	Fund Balance	Local Cost	Staffing
Public Health	73,360,369	72,715,647	-	644,722	920.8
California Children's Services	10,723,433	9,185,392	-	1,538,041	145.0
Indigent Ambulance	472,501	-	-	472,501	-
Cajon Pass	111,098	81,800	29,298	-	-
Total	84,667,401	81,982,839	29,298	2,655,264	1,065.8

BUDGET UNIT: PUBLIC HEALTH (AAA PHL)

I. GENERAL PROGRAM STATEMENT

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety, and quality of life for the residents of San Bernardino County. The department operates 36 different programs divided among four areas of Public Health: 1) Preventive Medicine Services, 2) Community Health Services, 3) Environmental Health Services, and 4) Administrative Support Services. Programs (many which are mandated by the State Health and Safety Code) are funded by state and federal grants, local fees, and general fund support.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	63,629,939	73,675,031	69,057,120	73,360,369
Total Financing Sources	62,793,170	73,020,711	68,402,800	72,715,647
Local Cost	836,769	654,320	654,320	644,722
Budgeted Staffing		1,100.3		920.8
<u>Workload Indicators</u>				
Patient Visits	95,786	106,065	100,691	107,410
Immunizations	132,012	151,205	144,100	162,000
Lab Examinations	107,212	99,100	102,550	102,550
Home Visits	21,841	32,500	24,975	17,380
Animal Control Responses	403,461	407,000	392,200	400,500
WIC Vouchers Distributed	737,426	747,600	751,000	773,000
Inspections/Permits	46,695	41,560	40,589	40,952

Estimated expenditures and revenues are expected to come in below budget as a result of programs that are scaling back with the anticipation of their elimination in the coming fiscal year. Public Health has a number of MOUs with other Human Services System departments that will be ending as a result of funding cuts within the HSS social service departments. The severe drop in estimated and budgeted home visits reflects the budget cuts associated with HSS MOU reductions and other lost grant funds.

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III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall, budgeted staffing is reduced by 179.5 positions. Within base year adjustments, budgeted staffing is decreased a net of 0.9 as a result of implementing the 4% spend down plan and 30% cost reduction plan which deleted 1.9 positions and approving the AIDS Master grant which added 1.0 position. In mid-year adjustments the Board approved an increase of 1.0 in budgeted staffing netting an increase of 1.9 budgeted staff in the Board Approved Base Budget. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 4% and 30% budget reduction plans occur in that program.

Within the program funded adjustments, staffing is reduced by a net 181.4 or 16.5%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense due to retirement and MOU increases. Of the 181.4 reduction, 67.4, over 37%, comes from the Maternal Health Program, which was severely impacted by the elimination/reduction of various state and Children and Families Commission grant funds for programs such as "Early Steps," "Earlier the Better," and "Right from the Start." Of the remaining 114.0 reduction, 33.9 occurred in the Perinatal and Adolescent Life program, 8.9 in Child Health, 3.5 in Family Planning, 17.0 in Aging, and 17.5 in the Field Nursing program. All of these programs experienced revenue declines as a result of the reduction or elimination of grants from both the state and the federal governments, as well as reductions in programs funded through MOUs with other county departments. Miscellaneous other changes within various programs resulted in a reduction of 33.2.

In conjunction with these budgeted staffing cuts the department is developing a layoff plan. Only a minimal number of the 181.4 reduction in budgeted staffing affects filled positions. The department has a high number of vacancies in nursing and education positions due to difficulties in recruiting and retaining these classifications. As a result, vacant positions were deleted and staff from unfunded programs are being reassigned throughout the department. Additionally, the department is working with other county departments to transfer staff from positions that are at risk to other positions in the county. These reassignments and transfers should help the department to keep the layoff plan to a minimal level.

Included in the net decrease of 181.4, the department is also requesting new staff in three programs and four reclassifications. Total new staffing includes a 7.6 increase in our Nutrition program funded entirely by Federal Women, Infants, & Children funds, a 0.2 increase in Child Health for an additional part-time Dental Hygienist for the Dental Disease Prevention program which is entirely state funded, and a 1.9 increase in Reproductive Health for a new Title V federal grant. The nutrition programs staff includes 2.1 Nutritionists, 1.9 Supervising Health Service Assistants, 0.9 Health Service Assistant II, and 2.7 Pre-Registered Dietitians. The Reproductive Health positions include 0.9 Public Health Coordinator and 1.0 Clerk III.

Of the four reclassifications, three are to downgrade positions that are currently being underfilled to the lower classification of the employee that is filling the position. The fourth reclassification is to downgrade an Environmental Health position that has been extremely difficult to recruit at its current classification.

PROGRAM CHANGES

As indicated in the staffing changes section, Public Health saw a number of grants either reduced or eliminated in both the current and coming year. Services and supplies costs and fixed asset expenditures were reduced dramatically in many programs in an attempt to maintain staff for service delivery. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses related to an accounting change.

Reimbursements received from other county departments have decreased by \$5,207,973 as a result of dramatically reduced or eliminated MOUs for service, primarily with other HSS departments. The programs affected are: "Youth Self Sufficiency," "STOP" (a Family Violence Prevention program), "Let's Talk" and "Family Planning Access" funds from the Transitional Assistance Department, and the Aging "Personal Care and Services Program" and funding for CalWorks services.

Budget to budget, revenues are decreasing from \$71,458,055 to \$69,008,022 for a net decrease of \$2,450,033. This net reduction is comprised of a number of substantial changes. Child Health clinical services have been

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eliminated due to a restructuring of the program by the State resulting in a loss of \$261,000 in revenue. The Child Health functions will continue to be provided within the county by private providers. A Children and Families Commission grant, the "Early Steps" Program, has ended resulting in a decrease of \$3,585,392 in budgeted revenue. The loss of the Children and Families Commission grant was compounded by the fact that those funds were used to obtain matching funds from the State Maternal and Child Health (MCH) program. That loss of matching funds then led to a further loss of \$1,301,560 in MCH funds. A Field Nursing program, "The Earlier the Better," has ended causing a revenue decrease of \$715,600. Other reductions include an accounting change that shifts how Bio-Terrorism revenue (\$949,043) is recognized from revenue to operating transfers in and miscellaneous decreases (\$604,044) across various programs.

Revenue increases partially offsetting the reductions above includes \$126,000 in base year adjustments and \$2,236,406 in mid-year adjustments. Almost all of this mid-year increase is the result of increases to our Women, Infants & Children (WIC) program. Other increases include \$800,000 for a federal Special Projects of Regional and National Significance grant for abstinence education and a \$1,804,200 expansion of our state Targeted Case Management (TCM) activities.

The increase in TCM is designed to help offset the severe reduction in programs funded by MOUs with other HSS departments. As indicated in a recent consultant study by Maximus, many of the services offered under those programs included a significant case management component that is eligible to be time-studied and claimed under the State's TCM program. Through this approach, the department plans to sustain key services by seeking state funding allocated for case management services provided to public health clients. The TCM program activities will begin July 1, 2003. However, the required time-study, reimbursement rate setting by the state, and program approval by the state do not occur until October, November, and December respectively. Should some or all of our program be denied by the state, it is likely the department would need to implement further staff reductions and use some one-time realignment funds to cover the expenses for the first half of the year for those portions of the program that are not approved.

Operating transfers in are increasing to pay for the bio-terrorism program. Positions approved in the 2002-03 year are being filled and the program is getting off the ground resulting in increased expenditures and transfers in to support this program.

OTHER CHANGES

As part of the continued integration into the Human Services System, a transition plan for automated systems staff is currently being developed to transfer that function from Public Health into HSS Administration.

Bio-terrorism spending is expected to ramp up in the coming fiscal year as the approved staff is hired and equipment purchased. Additionally, new leeway has been given by the state to allow the use of the bio-terrorism funds for some of the expense associated with the smallpox vaccination plan for participating hospital staff and some first responders.

Expenditures for equipment have been reduced by \$52,000 in accordance with the 30% cost reduction plan. Other fixed asset purchases have been kept to a minimum due to financial constraints. Fixed assets included in the budget have been limited to lab equipment associated with the bio-terrorism funding, one unrepairable copier, one computer server, and a replacement embossing machine for maternal health client identification cards.

Transfers out are increasing by \$501,661 as a result of increased lease payments, a GASB 34 accounting change for EHAP, and increased HSS Administrative support.

IV. VACANT POSITION IMPACT

The department has a total of 43.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	21.4	Slated for Deletion
Vacant Budgeted In Recruitment	<u>22.4</u>	Retain
Total Vacant	43.8	

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Vacant Position Restoration Request:

The department has submitted policy items for the restoration of 16.7 (out of the total 21.4) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1 through 4, 5 partially, and 6 through 11, which would restore the department's request of 15.9 vacant budgeted positions as these positions provide critical services to the community. The majority of the positions are fully funded by State/Federal grants, realignment, and/or contracts with exception of the positions related to the expansion of the Devore Animal Shelter, which are entirely funded by local cost and were previously approved by the Board of Supervisors.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Laboratory	4.6 \$273,434 Revenue Supported	These positions (1.9 Microbiologist III, 0.9 Microbiologist, 0.9 Program Coordinator, and 0.9 Lab Assistant are 100% funded by the Bioterrorism grant or by the AIDS Program.
x	2	Program Analysis and Statistics	0.8 \$32,552 Revenue Supported	The vital statistics group inputs birth and death certificates information into the state database. The timeliness for work in the group is driven by state mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. This 0.8 Clerk III is 100% fee funded.
x	3	Preventive Veterinary Services	0.8 \$54,930 Revenue Supported	This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock. There is no local cost associated with this position. This 0.8 Public Health Veterinarian has been vacant since it is difficult to recruit.
x	4	Animal Control Shelter	1.6 \$52,808 Local Cost	These positions (1.0 General Service Worker II, 0.5 Animal Control Officer, and 0.1 Public Health Veterinarian are needed due to the expansion of the Devore Animal Shelter. They were previously approved by the Board. Positions to be filled when shelter opens in late 2003.
x	5	Emergency Medical Services	1.6 \$98,664 Revenue Supported	These 1.6 EMS Nurse positions are required to provide qualified oversight/coordination of emergency medical services activities. The County Administrative Office recommends that 0.8 of the 1.6 requested positions be retained as it was filled most recently, and is required to sustain current level of operations.
x	6	Animal Control Officers	1.0 \$37,395 Revenue Supported	These positions (0.5 Animal Control Officer and 0.5 Animal License Checker I) serve the Barstow area. Recurrent extra help employees are currently performing the duties of these positions. The department is requesting to convert these positions into regular positions. There is no local cost associated with these positions.
x	7	Nutrition Program	1.2 \$50,363 Revenue Supported	The Nutrition Program is 100% funded by the federal Women, Infants, and Children (WIC Program. 0.4 Nutritionist position has been vacant because it is difficult to find eligible candidates in the 29 Palms area where this position is assigned. The 0.8 Supervising Health Service Assistant position has been held vacant pending notification of funds. Funds were subsequently approved.
x	8	Environmental Health Services	0.8 \$64,077 Revenue Supported	Performs inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. Program is 100% fee supported. Both positions have been vacant because they are difficult to recruit. Human Resources now has a list of qualified candidates for one position. The department is requesting to reclassify one position expecting that the new position will be easier to recruit.

PUBLIC HEALTH

x	9	Child Health	0.3 \$6,008 Revenue Supported	0.3 Health Services Assistant I position provide direct patient care and are 100% funded by contracts with school districts or grant revenue.
x	10	Health Education	2.4 \$121,209 Revenue Supported	The Health Education Specialist positions split time among various programs that are 100% funded by the Bioterrorism grant, Proposition 99, and contracts starting on July 1, 2003 for a "Drug Free Schools and Communities" grant.
x	11	AIDS Planning Council	1.6 \$93,791 Revenue Supported	The planning council exists pursuant to federal rules in order for the department to receive Federal Title I funds. The council has vacant positions due to staff turnover. These Staff Analyst positions are 100% federally funded.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

Department fee changes include fee increases within our Environmental Health Division covering both the various Environmental Health and Animal Control programs. These fee increases are in direct response to the increased staffing costs associated with MOU increases, rising retirement costs, and workers compensation increases associated with providing service in fee supported programs.

Within Environmental Health Services, fee increases will allow the restoration 6.0 budgeted staff (\$311,638) and will pay for lease increases (\$114,410) that would otherwise remain unfunded in the absence of the increases. Those positions include 1.0 Environmental Health Specialist I, 2.0 Environmental Health Specialist II, 1.0 Environmental Technician I, and 2.0 Public Service Employee positions. The PSE positions provide specialized seasonal support for water quality and vector control programs.

Animal Control cut services and supplies dramatically in order to maintain staffing levels. Projected revenues associated with fee increases will allow for the restoration of \$157,897 in services and supplies budgets. Given the equipment cuts that Animal Control is absorbing as part of the 30% cost reduction plan, the availability of services and supplies budget will be critical to maintaining existing aging equipment that had been scheduled for replacement.

GROUP: Human Services System
DEPARTMENT: Public Health
FUND: General AAA PHL

FUNCTION: Health and Sanitation
ACTIVITY: Health

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	50,044,753	54,873,157	4,765,856	387,211	60,026,224
Services and Supplies	22,950,587	25,028,310	292,122	1,849,195	27,169,627
Central Computer	524,709	524,709	(94,630)	-	430,079
Equipment	237,741	344,900	(52,000)	-	292,900
Transfers	<u>2,320,299</u>	<u>2,591,914</u>	<u>(18,802)</u>	<u>-</u>	<u>2,573,112</u>
Total Exp Authority	76,078,089	83,362,990	4,892,546	2,236,406	90,491,942
Reimbursements	<u>(7,396,910)</u>	<u>(9,687,959)</u>	<u>-</u>	<u>-</u>	<u>(9,687,959)</u>
Total Appropriation	68,681,179	73,675,031	4,892,546	2,236,406	80,803,983
<u>Revenue</u>					
Licenses & Permits	6,108,722	6,727,755	-	-	6,727,755
Fines & Forfeitures	250,000	245,000	-	-	245,000
Taxes	122,000	122,000	-	-	122,000
Current Services	8,574,926	10,763,540	96,000	103,000	10,962,540
State, Fed or Gov't Aid	37,596,806	39,794,971	4,471,544	2,133,406	46,399,921
Other Revenue	113,570	230,700	-	-	230,700
Realignment	<u>13,458,179</u>	<u>13,574,089</u>	<u>334,600</u>	<u>-</u>	<u>13,908,689</u>
Total Revenue	66,224,203	71,458,055	4,902,144	2,236,406	78,596,605
Operating Transfers In	<u>1,802,656</u>	<u>1,562,656</u>	<u>-</u>	<u>-</u>	<u>1,562,656</u>
Total Sources	68,026,859	73,020,711	4,902,144	2,236,406	80,159,261
Local Cost	654,320	654,320	(9,598)	-	644,722
Budgeted Staffing		1,100.3	0.9	1.0	1,102.2

GROUP: Human Services System
DEPARTMENT: Public Health
FUND: General AAA PHL

FUNCTION: Health and Sanitation
ACTIVITY: Health

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	60,026,224	(7,724,199)	52,302,025	(1,010,426)	51,291,599	835,899	52,127,498
Services and Supplies	27,169,627	(5,221,149)	21,948,478	-	21,948,478	-	21,948,478
Central Computer	430,079	-	430,079	-	430,079	-	430,079
Equipment	292,900	(207,900)	85,000	-	85,000	-	85,000
Transfers	<u>2,573,112</u>	<u>501,661</u>	<u>3,074,773</u>	-	<u>3,074,773</u>	-	<u>3,074,773</u>
Total Expen Authority	90,491,942	(12,651,587)	77,840,355	(1,010,426)	76,829,929	835,899	77,665,828
Reimbursements	<u>(9,687,959)</u>	<u>5,207,973</u>	<u>(4,479,986)</u>	-	<u>-</u>	-	-
Total Oper Expense	80,803,983	(7,443,614)	73,360,369	(1,010,426)	72,349,943	835,899	73,185,842
Revenue							
Licenses & Permits	6,727,755	(154,769)	6,572,986	(136,507)	6,436,479	120,481	6,556,960
Fines & Forfeitures	245,000	5,000	250,000	-	250,000	-	250,000
Taxes	122,000	-	122,000	-	122,000	-	122,000
Current Services	10,962,540	(4,535,326)	6,427,214	(17,226)	6,409,988	17,226	6,427,214
State, Fed or Gov't Aid	46,399,921	(4,776,478)	41,623,443	(355,830)	41,267,613	267,882	41,535,495
Other Revenue	230,700	(127,010)	103,690	-	103,690	-	103,690
Realignment	<u>13,908,689</u>	<u>-</u>	<u>13,908,689</u>	<u>(164,807)</u>	<u>13,743,882</u>	<u>94,254</u>	<u>13,838,136</u>
Total Revenue	78,596,605	(9,588,583)	69,008,022	(674,370)	68,333,652	499,843	68,833,495
Operating Transfers In	<u>1,562,656</u>	<u>2,144,969</u>	<u>3,707,625</u>	<u>(283,248)</u>	<u>3,424,377</u>	<u>283,248</u>	<u>3,707,625</u>
Total Sources	80,159,261	(7,443,614)	72,715,647	(957,618)	71,758,029	783,091	72,541,120
Local Cost	644,722	-	644,722	(52,808)	591,914	52,808	644,722
Budgeted Staffing	1,102.2	(181.4)	920.8	(21.4)	899.4	15.9	915.3

PUBLIC HEALTH

Base Year Adjustments

Salaries and Benefits	1,540,274	MOU.
	2,736,899	Retirement.
	572,606	Risk Management Liabilities.
	(26,173)	4% Spend Down Plan..
	(87,750)	30% Cost Reduction Plan
	13,000	Approved by the Board on October 1, 2003 - AIDS Master Grant which added 1.0 Staff Analyst II.
	17,000	Approved by the Board on January 14, 2003 - HOT SPoTS Funding for Chlamydia testing and screening activities.
	<u>4,765,856</u>	
Services and Supplies	196,122	Risk Management Liabilities.
	48,000	Approved by the Board on September 24, 2002 for Medical Administrative Activities (MAA) claims
	<u>48,000</u>	Approved by the Board on October 22, 2002 for MAA claims processing.
	<u>292,122</u>	
Central Computer	<u>(94,630)</u>	
Equipment	<u>(52,000)</u>	30% Cost Reduction Plan.
	<u>(52,000)</u>	
Transfers	<u>(18,802)</u>	Incremental change in EHAP.
Total Appropriation	<u>4,892,546</u>	
Revenue	96,000	Current services increased for MAA contracts.
	4,883,144	Target Setting assumed increase in State & Federal revenue .
	30,000	State revenue related to AIDS Master Grant and HOT SPoTS funding.
	(334,600)	SB90 Revenue loss.
	334,600	SB90 Backfill from Realignment for Health programs not being paid by the state.
	<u>(107,000)</u>	SB90 Backfill for Animal Control.
Total Revenue	<u>4,902,144</u>	
Total Local Cost	<u>(9,598)</u>	

Mid-Year Adjustments

Salaries and Benefits	8,313	Approved by the Board on January 14, 2003 - HOT SPoTS funding for Chlamydia testing and screening activities.
	7,500	Approved by the Board on January 7, 2003 - Clasp funding for Chlamydia screening project.
	338,500	Approved by the Board on February 4, 2003 - Women, Infants, and Children (WIC).
	<u>32,898</u>	Approved by the Board on March 18, 2003 - 5 A Day funding.
	<u>387,211</u>	
Services and Supplies	9,234	Approved by the Board on January 14, 2003 - HOT SPoTS Funding
	5,000	Approved by the Board on January 7, 2003 - Clasp Funding, added 1.0 Health Services Assistant I
	1,764,859	Approved by the Board on February 4, 2003 - WIC funding.
	22,102	Approved by the Board on March 18, 2003 - 5 a day funding.
	<u>48,000</u>	Approved by the Board on March 18, 2003 - MAA claims processing.
	<u>1,849,195</u>	
Total Mid-Year Appropriation	<u>2,236,406</u>	
Revenue	103,000	Increased in current services for MAA claims and 5 a day contract.
	<u>2,133,406</u>	Federal and state revenue.
Total Mid-Year Revenue	<u>2,236,406</u>	
Total Mid-Year Local Cost	<u>-</u>	

PUBLIC HEALTH

Recommended Program Funded Adjustments		
Salaries and Benefits	(1,226,554) (335,301)	Perinatal Program - HSS MOU reduction for the Youth Self-Sufficiency Program. Child Health - changes in state Child Health Program has lead to the elimination of our child health clinical services.
	(2,716,572)	Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Program.
	(957,100)	Aging Program - HSS MOU reduction for the Personal Care Services Program.
	(919,899)	Field Nursing - HSS CalWORKS MOU reduction and the ending of the "Earlier the Better" Program with California State University, San Bernardino.
	(1,031,891)	Increase in vacancy factor due to hiring limitations resulting from the current budget situation.
	(536,882)	Miscellaneous staff reductions across approximately 30 Public Health programs resulting from increased labor costs. This represents a 1% reduction.
	<u>(7,724,199)</u>	
Services and Supplies	(309,771)	Perinatal Program - reduced MOU with HSS for Youth Self-Sufficiency Program.
	(2,313,100)	Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Programs.
	(209,543)	GASB 34 Accounting Change (EHAP).
	(2,388,735)	As a result of increased staffing expenses, many of our programs slashed services and supplies so that they could maintain staff and continue service delivery. This reduction is across dozens of programs. The larger reductions include: Lab (310,500); Environmental Health (290,530); Facilities Management (199,642); Animal Control (181,025); and Emergency Medical Services (92,997).
	<u>(5,221,149)</u>	
Equipment	(207,900)	Most fixed asset purchases have been eliminated from the budget due to financial constraints except for lab equipment associated with bio-terrorism readiness; one unrepairable copier; one computer server; and a replacement embossing machine for maternal.
Transfers	261,956	Anticipated increase in lease payments.
	209,543	GASB 34 Accounting Change (EHAP).
	52,138	Increase in HSS administrative support.
	(21,976)	Minor reduction in interagency agreements.
	<u>501,661</u>	
Reimbursements	2,262,951	MOU reduction with HSS for the Yough Self-Sufficiency Program.
	800,000	MOU reduction with HSS for the STOP Program (a family violence prevention program).
	307,000	MOU reduction with TAD for "Let's Talk" & "Family Planning Access" Programs.
	1,343,627	MOU reduction with HSS for the Personal Care Services Program.
	615,400	MOU reduction for CalWORKIS services.
	(121,005)	Other minor changes spread over many programs.
	<u>5,207,973</u>	
Total Appropriation	<u>(7,443,614)</u>	
Revenue		
License & Permits	(154,769)	Minor reduction in estimated licenses and permits revenue.
Fines and Forfeitures	5,000	Minor estimated increase in fines and forfeitures.
Current Services	(3,585,392)	Elimination of the Children and Families Commission "Early Steps" grant.
	(715,600)	Elimination of the "Earlier the Better" grant from CSUSB.
	(234,334)	Other minor changes spread over many programs.
	<u>(4,535,326)</u>	
State, Fed or Gov't Aid	(4,776,144)	When targets are set, expense changes are expected to be funded by increased state and federal revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below.
	(949,043)	Bio-terrorism is now budgeted in operating transfer in due to GASB 34.
	(261,000)	Cancelled Child Health clinical services as a result of state funding change.
	(1,301,560)	Reduction in state Maternal & Child Health funding (MCH).
	800,000	New federal SPRANS grant for abstinence education.
	1,804,200	Targeted case management increases as programs shift the cancelled MOUs with HSS to alternate funding streams.
	(92,931)	Other minor changes spread over many programs.
	<u>(4,776,478)</u>	
Other Revenue	(127,010)	Minor revenue changes spread over many programs.
Total Revenue	<u>(9,588,583)</u>	
Operating Transfers In	949,043	Bio-terrorism previously budgeted as revenue.
	1,195,926	Increased bio-terrorism funding over current year.
	<u>2,144,969</u>	
Total Sources	<u>(7,443,614)</u>	
Local Cost	-	

PUBLIC HEALTH

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	33.0	21.4	1,010,426	957,618	52,808
Vacant Budgeted In Recruitment - Retain	41.0	22.4	980,090	980,090	-
Total Vacant	74.0	43.8	1,990,516	1,937,708.0	52,808
Recommended Restoration of Vacant Deleted	23.0	15.9	835,899	783,091	52,808

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

Administrative Clerk I	72805	(0.8)	(33,554)	(33,554)	-
Animal License Checker I	LY300450	(0.5)	(16,026)	(16,026)	-
Clerk II	77503	(0.8)	(26,530)	(26,530)	-
Emergency Medical Svcs Nurse	74112	(0.8)	(49,332)	(49,332)	-
Health Services Assistant I	77366	(0.2)	(5,003)	(5,003)	-
Public Service Employee	74869	(0.5)	(7,829)	(7,829)	-
Public Service Employee	93829	(0.8)	(12,525)	(12,525)	-
Public Service Employee	94069	(0.1)	(1,567)	(1,567)	-
Public Service Employee	71826	(0.5)	(14,657)	(14,657)	-
Public Service Employee	N0000141	(0.5)	(7,504)	(7,504)	-
Subtotal Recommended - Delete		(5.5)	(174,527)	(174,527)	-

Vacant Budgeted Not In Recruitment

Animal Control Officer	8096	(0.5)	(21,369)	(21,369)	-
Animal Control Officer	73383	(0.5)	(21,369)	-	(21,369)
Animal License Checker I	7785	(0.5)	(16,026)	(16,026)	-
Clerk III	11838	(0.8)	(32,552)	(32,552)	-
Emergency Medical Svcs Nurse	10491	(0.8)	(49,332)	(49,332)	-
Environmental Health Spec III	8320	(0.8)	(64,077)	(64,077)	-
General Services Worker II	73857	(0.5)	(13,267)	-	(13,267)
General Services Worker II	73858	(0.5)	(12,787)	-	(12,787)
Health Education Specialist I	8680	(0.8)	(40,403)	(40,403)	-

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Health Education Specialist I	76794	(0.8)	(40,403)	(40,403)	-
Health Education Specialist I	77910	(0.8)	(40,403)	(40,403)	-
Health Services Assistant I	77367	(0.3)	(6,008)	(6,008)	-
Laboratory Assistant	3394	(0.9)	(30,589)	(30,589)	-
Nutritionist	13915	(0.4)	(19,027)	(19,027)	-
Public Health Microbiologist I	N0000097	(1.0)	(52,671)	(52,671)	-
Public Health Microbiologist III	N0000098	(1.0)	(62,811)	(62,811)	-
Public Health Microbiologist III	N0000099	(1.0)	(62,811)	(62,811)	-
Public Health Veterinarian	73856	(0.1)	(5,385)	-	(5,385)
Public Health Veterinarian	4753	(0.8)	(54,930)	(54,930)	-
Public Hlth Prgm Coordinator	N0000212	(0.9)	(64,552)	(64,552)	-
Staff Analyst I	76156	(0.8)	(43,903)	(43,903)	-
Staff Analyst II	77498	(0.8)	(49,888)	(49,888)	-
Supervising Health Svcs Asstnt	75395	(0.8)	(31,336)	(31,336)	-
Subtotal Recommended - Retain		(15.9)	(835,899)	(783,091)	(52,808)
Total Slated for Deletion		(21.4)	(1,010,426)	(957,618)	(52,808)

Vacant Budgeted In Recruitment - Retain

Animal Control Officer	N0000543	0.5	21,576	21,576	-
Animal License Checker I	N0000544	1.0	30,288	30,288	-
Animal License Checker I	N0000545	0.5	16,178	16,178	-
Clerk II	77801	1.0	30,703	30,703	-
Clerk II	10828	1.0	30,403	30,403	-
Clerk II	14098	1.0	30,403	30,403	-
Communicable Disease Inv.	77789	1.0	44,413	44,413	-
Communicable Disease Inv.	77790	1.0	44,413	44,413	-
Communicable Disease Inv.	77793	1.0	44,413	44,413	-
Communicable Disease Inv.	77794	0.4	12,442	12,442	-
Health Education Specialist I	12129	1.0	46,869	46,869	-
Health Services Assistant I	77361	0.5	10,821	10,821	-
Health Services Assistant I	916	1.0	31,966	31,966	-
Health Services Assistant II	14912	1.0	41,261	41,261	-
Laboratory Assistant	3393	0.9	34,512	34,512	-
Nutritionist	14018	0.3	12,414	12,414	-
Public Health Dental Asst	77518	0.2	5,600	5,600	-
Public Health Dental Asst	77519	0.2	5,600	5,600	-
Public Health Dental Asst	77520	0.2	5,600	5,600	-
Public Health Dental Asst	77521	0.2	5,600	5,600	-

PUBLIC HEALTH

Public Health Dental Asst	77522	0.2	5,600	5,600	-
Public Health Dental Asst	77523	0.2	5,600	5,600	-
Public Health Dental Asst	77524	0.2	5,600	5,600	-
Public Health Dental Asst	77525	0.2	5,600	5,600	-
Public Health Dental Asst	77526	0.2	5,600	5,600	-
Public Health Dental Asst	77527	0.2	5,600	5,600	-
Public Health Dental Hygienist	77528	0.3	10,875	10,875	-
Public Health Dental Hygienist	77529	0.3	10,875	10,875	-
Public Health Dental Hygienist	77530	0.3	10,875	10,875	-
Public Health Epidemiologist	77796	1.0	58,771	58,771	-
Public Health Epidemiologist	77799	0.8	44,929	44,929	-
Public Health Manager	6549	1.0	67,860	67,860	-
Public Health Microbiologist III	2423	1.0	78,523	78,523	-
Public Hlth Prgm Coordinator	77806	1.0	67,825	67,825	-
Public Service Employee	93977	0.1	3,443	3,443	-
Public Service Employee	94021	0.1	3,272	3,272	-
Public Service Employee	94589	0.1	3,354	3,354	-
Public Service Employee	94917	0.1	3,470	3,470	-
Public Service Employee	90986	0.3	4,758	4,758	-
Secretary I	9739	1.0	37,175	37,175	-
Supervising Health Svcs Asst	74458	1.0	35,010	35,010	-
Total in Recruitment Remain		22.4	980,090	980,090	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health Budget Code: AAA-PHL
 Title: Restoration of Bio-Terrorism/Lab Positions

PRIORITY: Rank 1 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	<u>2003-04</u>	<u>Ongoing 2004-05</u>
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 273,434	\$ 273,434
CLASSIFICATIONS		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>.9</u>	<u>Lab Assistant</u>	<u>30,589</u>
<u>.9</u>	<u>Microbiologist I</u>	<u>52,671</u>
<u>1.9</u>	<u>Microbiologist III</u>	<u>125,622</u>
<u>.9</u>	<u>Program Coordinator</u>	<u>64,552</u>
Services & Supplies		
Other (specify) _____		
Equipment		
FIXED ASSETS		
<u>Item</u>	<u>Amount</u>	
_____	_____	
_____	_____	
_____	_____	
Reimbursements (specify) _____		
Total:	\$ 273,434	\$ 273,434
REVENUE (specify source)		
Bio-Terrorism Funds (9975)	242,845	242,845
State HIV Testing Funds	30,589	30,589

Total:	\$ 273,434	\$ 273,434
LOCAL COST	\$ 0	\$ 0

PUBLIC HEALTH

Policy Item #1 of 11 - Restoration of Bio-Terrorism/Lab Positions

The department is requesting to retain three vacant bio-terrorism positions, re-class a Laboratorian to a Microbiologist III, and retain a vacant Lab Assistant position not related to bio-terrorism.

The department has had some trouble in moving forward with hiring its full complement of bio-terrorism staff. As the Board is aware, the department had some concern regarding disclosure to the Board about the true staffing level of the bio-terrorism program that resulted in a memo to the Board from then Interim Public Health Programs Administrator June Griffith-Collison. Shortly after that disclosure, the HSS hiring freeze went into place. The department requested and got approval to obtain position numbers for the three positions mentioned above, which are a Program Coordinator, a Microbiologist I, and a Microbiologist III. The department then worked with Human Resources on development of the new classification called Laboratorian. Following discussions with Human Resources regarding this classification it was decided that the position should in fact be a Microbiologist III and not a new classification.

As the department was preparing its request to then fill the three positions for which it had already obtained position numbers and request a position number for what was the Laboratorian, the Board took its action to eliminate vacant funded positions that were not in recruitment. The department's request, submitted after the Board action, was denied as a result of the timing and instructions were given to request that these positions be retained through the budget process. These positions are completely funded by bio-terrorism grants and impose no local cost on the County.

The Lab Assistant position has been held vacant to date due to an inconsistent workload. However, the department wishes to retain the position to work on a new HIV-1 drug resistance testing program that is funded by the state. That funding stream is a three year award effective in the coming fiscal year.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHLTitle: Restoration of Program Analysis and Statistics PositionsPRIORITY: Rank 2 of 11 FUNDING: Full Year ☒ Other ☐ _____ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Our Program Analysis and Statistics program currently has one budgeted vacant position that the department would like to retain.

The position is a Clerk III in our vital statistics group. Staff in that group are currently working overtime to keep up with the workload. The manager position in that area is currently vacant, but, in recruitment. It is the department's intent to have the new manager fill that Clerk III position immediately. The timelines for work in the vital statistics group are driven by State mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. The vital statistics group is funded through fee revenue for birth and death certificates.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 32,552	\$ 32,552

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.8	Clerk III	32,552
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 32,552 \$ 32,552

REVENUE (specify source)

Fees	32,552	32,552
_____	_____	_____
_____	_____	_____

Total: \$ 32,552 \$ 32,552

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health Budget Code: AAA-PHL
 Title: Restoration of Preventive Veterinary Services Staff

PRIORITY: Rank 3 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 54,930	\$ 54,930
CLASSIFICATIONS		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
.8	PH Veterinarian	54,930
_____	_____	_____
_____	_____	_____
Services & Supplies	_____	_____
Other (specify) _____	_____	_____
Equipment	_____	_____
FIXED ASSETS		
<u>Item</u>	<u>Amount</u>	
_____	_____	
_____	_____	
_____	_____	
Reimbursements (specify) _____	_____	_____
Total:	\$ 54,930	\$ 54,930
REVENUE (specify source)		
Permit Fees	12,634	12,634
Realignment	42,296	42,296
_____	_____	_____
Total:	\$ 54,930	\$ 54,930
LOCAL COST	\$ 0	\$ 0

PUBLIC HEALTH

Policy Item #3 of 11 – Restoration of Preventive Veterinary Services Staff

Our Preventive Veterinary Services program is composed of one Senior Public Health Veterinarian, one Public Health Veterinarian, one Animal Health Investigator, and one Clerk III. This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock, e.g. pet stores, dairies, etc.

For an extended period of time, the same two people held the vet positions and there was no turnover. When the Senior vet retired, the only candidate was his subordinate who will also retire in the very near future. The department has been working with Human Resources to review these classifications and adjust the salary as necessary to attract qualified candidates. As soon as that work is completed, the department will fill the vacant Public Health Veterinarian position.

This is a very small program with only four positions. The Department has struggled to fill the vet positions and is currently at risk of having both vet positions vacant simultaneously if this position is not retained.

This position is funded partially by permit fees (23%) and realignment (77%).

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of Animal Control Shelter Positions

PRIORITY: Rank 4 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Two years ago the Board of Supervisors approved an expansion of the Devore animal shelter. In conjunction with that expansion, the Board approved four additional authorized positions composed of one animal control officer, two general service workers, and one veterinarian. The expansion of the shelter is still in process resulting in these positions not being filled.

The Board was clear in its intent for these positions to be used to support the expanded shelter and so the department has not filled them. The shelter expansion project has recently overcome some hurdles and is once again progressing. The department would like to maintain these vacant positions in anticipation of completion of the expansion project.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 52,808	\$ 100,231

CLASSIFICATIONS

Budgeted Staff	Title	Amount
<u>.5</u>	<u>Animal Ctrl Officer</u>	<u>21,369</u>
<u>1.0</u>	<u>Gen Svc Worker II</u>	<u>26,054</u>
<u>.1</u>	<u>PH Veterinarian</u>	<u>5,385</u>

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total:	\$ 52,808	\$ 100,231
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REVENUE (specify source)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total:	\$ 0	\$ 0
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LOCAL COST	\$ 52,808	\$ 100,231
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PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of Emergency Medical Services Staff

PRIORITY: Rank 5 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Our Emergency Medical Services program, which includes ICEMA, has two vacant budgeted positions that the department desires to retain. Those positions are both EMS Nurses, which are incredibly difficult to fill. This classification is in continual recruitment by Human Resources and the department checks regularly to see if any applications have been filed.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 98,664	\$ 98,664

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.6	EMS Nurse	98,664
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 98,664 \$ 98,664

REVENUE (specify source)

State EMS Funds	24,666	24,666
Realignment	73,998	73,998

Total: \$ 98,664 \$ 98,664

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Conversion of Recurrent Animal Control Officer to Regular

PRIORITY: Rank 6 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The department currently has a recurrent Animal Control Officer serving the Barstow area and a recurrent Animal License Checker I. As a result of the change in treatment of recurrent employees (they are now capped at 1600 hours per year), the department wishes to convert these positions to regular. Our request is that the Board of Supervisors allow the department to keep the current vacant budgeted positions, 08096 and 07785, to allow for the conversion of these recurrent positions. Upon completion of the conversion, the vacant recurrent positions will be deleted.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 37,395	\$ 74,790

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
.5	Animal Control Officer	21,369
.5	Animal Lic. Checker I	16,026

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total:	\$ 37,395	\$ 74,790
--------	-----------	-----------

REVENUE (specify source)

Fees	11,218	22,437
Contracts	11,218	22,437
Realignment	14,959	29,916

Total:	\$ 37,395	\$ 74,790
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LOCAL COST	\$ 0	\$ 0
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PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of Nutrition Positions

PRIORITY: Rank 7 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 50,363	\$ 50,363

CLASSIFICATIONS

Budgeted Staff	Title	Amount
0.8	Supv HSA	31,336
0.4	Nutritionist	19,027

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 50,363 \$ 50,363

REVENUE (specify source)

Federal WIC Funds via State DHS

	50,363	50,363
_____	_____	_____
_____	_____	_____

Total: \$ 50,363 \$ 50,363

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

Policy Item #7 of 11 - Restoration of Nutrition Positions

The Nutrition program has two budgeted vacant positions that it is requesting to retain. Both of these positions are entirely funded through the federal Women, Infants, and Children (WIC) program which is passed through the State Department of Health Services.

The two existing positions are a Nutritionist and a Supervising Health Service Assistant. The Nutritionist has been vacant due to the fact that it is in 29 Palms and to date there have been no eligible or interested candidates identified. The position will be filled as soon as there is a viable candidate. The Supervising Health Service Assistant was held vacant pending confirmation of caseload growth augmentation for the year. The funds have now been confirmed and this position will serve as the team leader for a new WIC office in north Rialto that is scheduled to open this summer.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of Environmental Health Services Position

PRIORITY: Rank 8 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 64,077	\$ 64,077

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
0.8	EHS III	64,077
Services & Supplies		
Other (specify) _____		
Equipment		

FIXED ASSETS	
Item	Amount
Reimbursements (specify) _____	

Total: \$ 64,077 \$ 64,077

REVENUE (specify source)		
Fees/Permits	64,077	64,077

Total: \$ 64,077 \$ 64,077

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

Policy Item #8 of 11 - Environmental Health Services Positions

Our Environmental Health Services Division has one vacant funded position that it would like to retain. The position is completely fee funded.

The Environmental Health Specialist III position is needed to maintain the staffing to meet the demand of the necessary inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. The EHS III serves as an expert consultant in the interpretation and implementation of environmental health laws and regulations. This position requires specific knowledge and training and requires certification as a Registered Environmental Health Specialist.

Examples of the duties of an EHS III include coordinating with other agencies specialized monitoring, mitigation, and enforcement activities; developing and reviewing proposals; ensuring compliance with codes; and making recommendations for corrective action. Coordinating preparation of court cases for enforcement of environmental health laws; document information of enforcement actions, office or court hearings; conducting research and field investigations for preparation of environmental impact reports; and preparing position reports regarding environmental health aspects.

This position was not actively being filled at the time the Board took action to delete vacant positions because the department was working with Human Resources to develop a new list of candidates. EHS has been actively participating with Human Resources to recruit and establish a new list of qualified candidates. Recruitment for this position (#08320) began in January as the previous list of applicants has expired. Human Resources is in the process of scheduling a written test for the qualified candidates.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of Health Education Positions

PRIORITY: Rank 10 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:

SEE PAGE 2

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 121,209	\$ 121,209

CLASSIFICATIONS

Budgeted Staff	Title	Amount
2.4	Health Ed Specialist I	121,209
_____	_____	_____
_____	_____	_____

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 121,209 \$ 121,209

REVENUE (specify source)

State/Federal Revenue 80,806 80,806

Bio-Terrorism Operating Transfer I 40,403 40,403

Total: \$ 121,209 \$ 121,209

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

Policy Item #10 of 11 - Restoration of Health Education Positions

Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:

Our Tobacco Use Reduction Now program has budgeted the use of an HES I funded by proposition 99 revenues effective July 1, 2003. A second HES I is contained in a contract that will begin July 1 for a "Drug Free Schools & Communities" grant. Finally, our Bio-terrorism program, which is still in the ramp up phase, has an HES I budgeted that still needs to be filled.

All three of these positions will be fully funded by their respective funding sources resulting in no cost to the general fund.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-PHL
 Title: Restoration of AIDS Planning Council Support Staff

PRIORITY: Rank 11 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 93,791	\$ 93,791

CLASSIFICATIONS

Budgeted Staff	Title	Amount
.8	Staff Analyst I	43,903
.8	Staff Analyst II	49,888

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 93,791 \$ 93,791

REVENUE (specify source)

Federal Title I 93,791 93,791

Total: \$ 93,791 \$ 93,791

LOCAL COST \$ 0 \$ 0

PUBLIC HEALTH

Policy Item #11 of 11 - Restoration of AIDS Planning Council Support Staff

The County of San Bernardino is the local Eligible Metropolitan Area for receipt of federal Title I funds for AIDS related services. Part of the federal rules under Title I require a local planning council to exist. The planning council is allowed to allocate up to 5% of the annual award on planning council support staff and activities. The positions that support the planning council and Title I administration have undergone high turnover during the last few years resulting in a number of vacancies. A new program coordinator was recently hired to oversee Title I administration and planning council support. This coordinator has begun to stabilize staff turnover and fill positions.

The department requests at this time that these vacant positions, which are 100% funded by Title I federal funds, be maintained within the department to allow the planning council and the new coordinator to hire to meet their needs. These positions are filled or kept vacant at the discretion of the planning council with guidance from the program coordinator. The positions in question are one Staff Analyst I and one Staff Analyst II.

FEE ADJUSTMENT SUMMARY

DEPARTMENT: Department of Public Health - Animal Care & Control (AAA PHL)
 PREPARED BY: Jeanne Kroeger
 PHONE #: (909) 891-3851

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Spay/Neuter Fee for Dogs (Over 4 months of age)	\$40.00	\$55.00	\$15.00 Increase	DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost.	Revenue will be insufficient to cover operating costs.
Spay/Neuter Fee for Cats (Over 4 months of age)	\$20.00	\$29.00	\$9.00 Increase	DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost.	Revenue will be insufficient to cover operating costs.
Impound Fee (Initial Impoundment)	\$24.00	\$35.00	\$11.00 Increase	Initial Impoundment previously covered the cost of four of the first five days. Increased fee covers actual cost for first five days.	Revenue will be insufficient to cover operating costs.
Impound Fee (Daily after Initial Impoundment)	\$6.00	\$7.00	\$1.00 Increase	Increased fee covers actual cost for food and care of an animal per day.	Revenue will be insufficient to cover operating costs.
Adoption Fee (Puppies under 4 months of age)	\$15.00	\$20.00	\$5.00 New Category	Increased fee helps to cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Adoption Fee (Kittens under 4 months of age)	\$10.00	\$15.00	\$5.00 New Category	Increased fee helps cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Apprehension Fee (During normal business hours)	\$35.00	\$50.00	\$15.00 Increase	Increased fee helps to cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Apprehension Fee (After hours 6:00 pm to 7:00 am)	\$70.00	\$100.00	\$30.00 Increase	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT.	Revenue will be insufficient to cover operating costs.
Euthanasia Fee - Dog	\$25.00	\$35.00	\$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Euthanasia Fee - Cat	\$15.00	\$25.00	\$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.

FEE ADJUSTMENT SUMMARY

Page 2 of 2

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control
 PREPARED BY: Jeanne Kroeger
 PHONE # (909) 891-3851

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
Owner Turned In Animal without adoption hold	\$25.00	\$35.00	\$10.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Owner Turned In Animals with 72-hour adoption hold	\$40.00	\$50.00	\$10.00 Increase	Increased fee covers the increased cost of food & care and the actual cost of service.	Revenue will be insufficient to cover operating costs.
Pick-up/handling of dog/cat (During normal hours)	\$25.00	\$35.00	\$10.00 Increase	Increased fee helps to cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Pick-up/handling of dog/cat (After hours 6 pm-7 am)	\$50.00	\$70.00	\$20.00 Increase	Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT.	Revenue will be insufficient to cover operating costs.
Pick-up, euthanasia, and disposal request	\$50.00	\$70.00	\$20.00 Increase	Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service.	Revenue will be insufficient to cover operating costs.
Trap Rentals, Per Day	\$1.00	\$2.00	\$1.00 Increase	Increased fee will help cover the cost of replacement traps rented out to citizens.	Costs for replacement traps will continue to exceed the revenue obtained.
Medically Determined License - Monthly	\$0.00	\$2.00	\$2.00 New Fee	New fee will accommodate those citizens who own animals that have been deemed high risk for surgery. This fee is higher than the altered rate.	Owners of animals deemed to be high risk for surgery will continue to pay the unaltered rate of \$60/yr.
Other Reports	\$5.00	\$0.00	Delete Category	Category no longer used.	None

7-8-29b

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
 PREPARED BY: Jeanne Kroeger
 PHONE #: (909) 891-3851

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0213A(b)(3)(E)(I) Spay/Neuter Fee for Dogs (Over 4 months of age)	\$40.00	\$55.00	\$15.00	1,753	1,753	0	\$70,120.00	\$96,415.00	\$26,295.00
16.0213A(b)(3)(E)(II) Spay/Neuter Fee for Cats (Over 4 months of age)	\$20.00	\$29.00	\$9.00	391	391	0	\$7,820.00	\$11,339.00	\$3,519.00
16.0213A(b)(3)(A)(I) Impound Fee (Initial Impoundment)	\$24.00	\$35.00	\$11.00	1,598	1,598	0	\$38,352.00	\$55,930.00	\$17,578.00
16.0213A(b)(3)(A)(II) Impound Fee (Daily after Initial Impoundment)	\$6.00	\$7.00	\$1.00	475	475	0	\$2,850.00	\$3,325.00	\$475.00
16.0213A(b)(3)(F)(III) Adoption Fee (Puppies under 4 months of age)	\$15.00	\$20.00	\$5.00	1,431	1,431	0	\$21,465.00	\$28,620.00	\$7,155.00
16.0213A(b)(3)(F)(IV) Adoption Fee (Kittens under 4 months of age)	\$10.00	\$15.00	\$5.00	1,129	1,129	0	\$11,290.00	\$16,935.00	\$5,645.00
16.0213A(b)(1)(C)(I) Apprehension Fee (During normal business hours)	\$35.00	\$50.00	\$15.00	1,436	1,436	0	\$50,260.00	\$71,800.00	\$21,540.00
16.0213A(b)(1)(C)(II) Apprehension Fee (After hours 6:00 pm to 7:00 am)	\$70.00	\$100.00	\$30.00	75	75	0	\$5,250.00	\$7,500.00	\$2,250.00
16.0213A(b)(3)(B)(I) Euthanasia Fee - Dog	\$25.00	\$35.00	\$10.00	300	300	0	\$7,500.00	\$10,500.00	\$3,000.00
16.0213A(b)(3)(B)(II) Euthanasia Fee - Cat	\$15.00	\$25.00	\$10.00	100	100	0	\$1,500.00	\$2,500.00	\$1,000.00
TOTAL THIS PAGE	\$260.00	\$371.00	\$111.00	8,688	8,688	0	\$216,407.00	\$304,864.00	\$88,457.00
GRAND TOTAL (All Page A's)	\$456.00	\$635.00	\$179.00	15,954	21,954	6,000	\$366,187.00	\$524,084.00	\$157,897.00

7-8-29C

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
 PREPARED BY: Jeanne Kroeger
 PHONE #: (909) 891-3851

PAGE A 2 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget	(H) Proposed/ New Fee Revenue	(I) Change in Fee Revenue (H)-(G)
16.0213A(b)(3)(D)(I) Owner Turned In Animal without adoption hold	\$25.00	\$35.00	\$10.00	2,376	2,376	0	\$59,400.00	\$83,160.00	\$23,760.00
16.0213A(b)(3)(D)(II) Owner Turned In Animals with 72-hour adoption hold	\$40.00	\$50.00	\$10.00	612	612	0	\$24,480.00	\$30,600.00	\$6,120.00
16.0213A(b)(1)(A)(I) Pick-up/handling of dog/cat (During normal hours)	\$25.00	\$35.00	\$10.00	2,000	2,000	0	\$50,000.00	\$70,000.00	\$20,000.00
16.0213A(b)(1)(A)(II) Pick-up/handling of dog/cat (After hours 6 pm-7 am)	\$50.00	\$70.00	\$20.00	50	50	0	\$2,500.00	\$3,500.00	\$1,000.00
16.0213A(b)(1)(B) Pick-up, euthanasia, and disposal request	\$50.00	\$70.00	\$20.00	228	228	0	\$11,400.00	\$15,960.00	\$4,560.00
16.0213A(b)(1)(D) Trap Rentals, Per Day	\$1.00	\$2.00	\$1.00	2,000	2,000	0	\$2,000.00	\$4,000.00	\$2,000.00
16.0213A(b)(2)(A)(VI) Medically Determined License	\$0.00	\$2.00	\$2.00	0	6,000	6,000	\$0.00	\$12,000.00	\$12,000.00
16.0213A(b)(1)(F)(III) Other Reports	\$5.00	\$0.00	(\$5.00)	0	0	0	\$0.00	\$0.00	\$0.00
TOTAL THIS PAGE	\$196.00	\$264.00	\$68.00	7,266	13,266	6,000	\$149,780.00	\$219,220.00	\$69,440.00

7-8-29d

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 1 of 8

PUBLIC HEALTH

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity):					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) 0 - 24	\$248.00	\$273.00	\$25.00	10% for salary inc and increased facility costs	
(B) 25-59	\$359.00	\$395.00	\$36.00	10% for salary inc and increased facility costs	
(C) 60 - 99	\$464.00	\$510.00	\$46.00	10% for salary inc and increased facility costs	
(D) 100 - 149	\$572.00	\$629.00	\$57.00	10% for salary inc and increased facility costs	
(E) 150 - up	\$623.00	\$685.00	\$62.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets:					
(A)(I) 0 - 499 sq ft	\$469.00	\$347.00	(\$122.00)	Revised Category Description	
(II) 500 - 1,499 sq ft	\$590.00	\$480.00	(\$110.00)	Revised Category Description	
(III) 1,500 - 2,499 sq ft	\$711.00	\$613.00	(\$98.00)	Revised Category Description	
(IV) 2,500 - 3,499 sq ft	\$887.00	\$807.00	(\$80.00)	Revised Category Description	
(V) 3,500 sq ft and up	\$1,009.00	\$941.00	(\$68.00)	Revised Category Description	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(A)(I) 0 - 499 sq ft	\$221.00	\$243.00	\$22.00	10% for salary inc and increased facility costs	
(II) 500 - 1,499 sq ft	\$342.00	\$376.00	\$34.00	10% for salary inc and increased facility costs	
(III) 1,500 - 2,499 sq ft	\$463.00	\$509.00	\$46.00	10% for salary inc and increased facility costs	
(IV) 2,500 - 3,499 sq ft	\$639.00	\$703.00	\$64.00	10% for salary inc and increased facility costs	
(V) 3,500 - 19,999 sq ft	\$761.00	\$837.00	\$76.00	10% for salary inc and increased facility costs	
(VI) 20,000 - 39,999 sq ft	\$872.00	\$959.00	\$87.00	10% for salary inc and increased facility costs	
(VII) 40,000 sq ft and up	\$992.00	\$1,091.00	\$99.00	10% for salary inc and increased facility costs	

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2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 2 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(B) Food Processor/Wholesale:					
(I) 0 - 1,499 sq ft	\$332.00	\$365.00	\$33.00	10% for salary inc and increased facility costs	
(II) 1,500 - 3,499 sq ft	\$459.00	\$505.00	\$46.00	10% for salary inc and increased facility costs	
(III) 3,500 - 9,999 sq ft	\$739.00	\$813.00	\$74.00	10% for salary inc and increased facility costs	
(IV) 10,000 - 49,999 sq ft	\$1,130.00	\$1,243.00	\$113.00	10% for salary inc and increased facility costs	
(V) 50,000 - 99,999 sq ft	\$1,322.00	\$1,454.00	\$132.00	10% for salary inc and increased facility costs	
(VI) 100,000 - 199,999 sq ft	\$1,542.00	\$1,696.00	\$154.00	10% for salary inc and increased facility costs	
(VII) 200,000 sq ft and up	\$1,816.00	\$1,998.00	\$182.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(C) Food Distributor/Wholesale:					
(I) 0 - 1,499 sq ft	\$261.00	\$287.00	\$26.00	10% for salary inc and increased facility costs	
(II) 1,500 - 3,499 sq ft	\$423.00	\$465.00	\$42.00	10% for salary inc and increased facility costs	
(III) 3,500 - 9,999 sq ft	\$539.00	\$593.00	\$54.00	10% for salary inc and increased facility costs	
(IV) 10,000 - 49,999 sq ft	\$849.00	\$934.00	\$85.00		
(V) 50,000 - 99,999 sq ft	\$1,015.00	\$1,117.00	\$102.00	10% for salary inc and increased facility costs	
(VI) 100,000 sq ft and up	\$1,141.00	\$1,255.00	\$114.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:					
(D) Food Salvager/Wholesale:					
(I) 0 - 3,499 sq ft	\$463.00	\$509.00	\$46.00	10% for salary inc and increased facility costs	
(II) 3,500 - 49,999 sq ft	\$974.00	\$1,071.00	\$97.00	10% for salary inc and increased facility costs	

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2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 3 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.213(B)(b) Food/Recreational Health Program Fee (5) Each mobile food facility	\$132.00	\$145.00	\$13.00	10% for salary inc and increased facility costs	If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
16.213(B)(b) Food/Recreational Health Program Fee (6) Each vending machine headquarters	\$197.00	\$217.00	\$20.00	10% for salary inc and increased facility costs	
16.213(B)(b) Food/Recreational Health Program Fee (7) Each vending machine	\$34.00	\$37.00	\$3.00	10% for salary inc and increased facility costs	
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility					
(A)(I) Packaged Food Handling:					
(v) Annual Permit	\$221.00	\$221.00	\$0.00	New Category	
16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility					
(A)(II) Food Preparation:					
(v) Annual Permit	\$386.00	\$386.00	\$0.00	New Category	

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2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 4 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility (C) Temporary Food Facility Operating at a Certified Farmer's Market:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(I) Packaged Food Handling	\$248.00	\$273.00	\$25.00	10% for salary inc and increased facility costs	
(II) Food Preparation	\$331.00	\$364.00	\$33.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (9) Certified Farmer's Market:	\$386.00	\$425.00	\$39.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (10) Food Carts:					
(I) Packaged Food Carts	\$56.00	\$62.00	\$6.00	10% for salary inc and increased facility costs	
(II) Food Preparation Carts	\$236.00	\$260.00	\$24.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (14) Soft Serve:					
(A) First Machine on Premises	\$238.00	\$262.00	\$24.00	10% for salary inc and increased facility costs	
(B) Each Additional Machine on Premises	\$47.00	\$52.00	\$5.00	10% for salary inc and increased facility costs	
16.0213(B)(b) Food/Recreational Health Program Fee (15) Swimming Pools, Special Use Pools, Natural Bathing Places:					
(A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium	\$193.00	\$212.00	\$19.00	10% for salary inc and increased facility costs	
(B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide	\$243.00	\$267.00	\$24.00	10% for salary inc and increased facility costs	
(C) Each Natural Bathing Place and Swimming Lagoon	\$243.00	\$267.00	\$24.00	10% for salary inc and increased facility costs	

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PUBLIC HEALTH

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE #: 387-4688

SUMMARY 5 of 8

PUBLIC HEALTH

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(B) Milk Store	\$110.00	\$121.00	\$11.00	10% for salary inc and increased facility costs	
(C)Milk Distributor	\$184.00	\$202.00	\$18.00	10% for salary inc and increased facility costs	
16.0213(B)(d)Vector Control Program Fees					
(2) Poultry Ranch Fees:					
(A) Annual Permit (all) Plus Fee for Poultry Population	\$100.00	\$110.00	\$10.00	10% for salary inc and increased facility costs	
(B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds)	\$6.00	\$6.60	\$0.60	10% for salary inc and increased facility costs	
(C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds)	\$4.50	\$5.00	\$0.50	10% for salary inc and increased facility costs	
(D)Poultry Ranch Environmental Houses (per 1,000 birds)	\$6.00	\$3.00	(\$3.00)	New Category	
16.0213(B)(g) Land Use Fees (3) Real Estate Letter	\$43.00	\$47.00	\$4.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major)	\$148.00	\$163.00	\$15.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects	\$294.00	\$323.00	\$29.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (12) Major Variance	\$339.00	\$373.00	\$34.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (13) Minor Variance	\$158.00	\$174.00	\$16.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (14) Tentative Tract Review	\$624.00	\$686.00	\$62.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps	\$171.00	\$188.00	\$17.00	10% for salary inc and increased facility costs	
16.0213(B)(g) Land Use Fees (17) Land Use Review	\$58.00	\$64.00	\$6.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees					
(1) Wells					
(A) Well Construction					
(I) Agricultural, Individual, Domestic without Mandatory Seal	\$193.00	\$212.00	\$19.00	10% for salary inc and increased facility costs	
(II) Public Water Supply	\$407.00	\$448.00	\$41.00	10% for salary inc and increased facility costs	

7-8-291

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 6 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(III) Community, Domestic, Industrial	\$342.00	\$376.00	\$34.00	10% for salary inc and increased facility costs	
(IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode)	\$193.00	\$212.00	\$19.00	10% for salary inc and increased facility costs	
(B) Well Reconstruction (modification/destruction)	\$193.00	\$212.00	\$19.00	10% for salary inc and increased facility costs	
(C) Pre-approval Fee	\$66.00	\$73.00	\$7.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (2) Annual Surveillance Fees and Hourly Charges					
(A) State Small Systems	\$226.00	\$249.00	\$23.00	10% for salary inc and increased facility costs	
(B) Non-community System (I) Food/Lodging Establishments	\$226.00	\$249.00	\$23.00	10% for salary inc and increased facility costs	
(II) Organized Camps/RV Parks	\$342.00	\$376.00	\$34.00	10% for salary inc and increased facility costs	
(III) Industrial	\$453.00	\$498.00	\$45.00	10% for salary inc and increased facility costs	
(C) Community System	\$733.00	\$806.00	\$73.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (3) Well Driller Registration	\$34.00	\$37.00	\$3.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (5) Liquid Waste Hauling and Disposal					
(A) Each Vehicle	\$254.00	\$279.00	\$25.00	10% for salary inc and increased facility costs	

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PUBLIC HEALTH

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 7 of 8

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	CHANGE IN FEE	JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) Sewage Holding Tank Operating Permit (Annual Permit)	\$105.00	\$116.00	\$11.00	10% for salary inc and increased facility costs	
16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees					
(A) Sewage Plans, Reports, and Permits (I) Lot Plan and Soil Review	\$149.00	\$164.00	\$15.00	10% for salary inc and increased facility costs	
(II) Single Family Dwellings Percolation Test Report Review	\$132.00	\$145.00	\$13.00	10% for salary inc and increased facility costs	
(III) Commercial Development Percolation Test Report Review	\$226.00	\$249.00	\$23.00	10% for salary inc and increased facility costs	
(IV) Subdivision Percolation Test Report Review	\$226.00	\$249.00	\$23.00	10% for salary inc and increased facility costs	
(VIII) FHA and VA approvals (iii) Sewage Approval Forms	\$22.00	\$24.00	\$2.00	10% for salary inc and increased facility costs	
16.0213(B)(I) Housing Program Fees (1) Organized Camps and Boarding Schools					
(A) Small (less than 100 camp capacity)	\$229.00	\$252.00	\$23.00	Renamed Category	
(B) Medium (100 - 249 camp capacity)	\$344.00	\$378.00	\$34.00	Renamed Category	
(C) Large (250 or more camp capacity)	\$0.00	\$516.00	\$516.00	New Category	
16.0213(B)(I) Housing Program Fees (2) Massage Clinics	\$114.00	\$125.00	\$11.00	10% for salary inc and increased facility costs	

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PUBLIC HEALTH

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

SUMMARY 8 of 8

FEE DESCRIPTION	PROPOSED			JUSTIFICATION OF CHANGE	IMPACT IF NOT APPROVED
	CURRENT FEE	FEE	CHANGE IN FEE		
16.0213(B)(I) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof:					If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed.
(A) Annual Surveillance Inspection					
(I) 2-99 Sites	\$61.00	\$67.00	\$6.00	10% for salary inc and increased facility costs	
(II) 100 - 249 Sites	\$122.00	\$134.00	\$12.00	10% for salary inc and increased facility costs	
(III) 250 + Sites	\$166.00	\$183.00	\$17.00	10% for salary inc and increased facility costs	
(B) Annual Permit	\$27.00	\$30.00	\$3.00	10% for salary inc and increased facility costs	
(D) DEHS Administrative Fee	\$93.00	\$102.00	\$9.00	10% for salary inc and increased facility costs	
16.0213(B)(I) Housing Program Fees (8) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations					
(A) Annual Health Permit					
(I) annual Base Permit	\$122.00	\$134.00	\$12.00	10% for salary inc and increased facility costs	
Plus Per Each Dwelling Unit	\$6.00	\$7.00	\$1.00	10% for salary inc and increased facility costs	

7-8-291

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity):									
(A) 0 - 24	\$248.00	\$273.00	\$25.00	1,794	1,800	6	\$444,912.00	\$491,400.00	\$46,488.00
(B) 25-59	\$359.00	\$395.00	\$36.00	964	970	6	\$346,076.00	\$383,150.00	\$37,074.00
(C) 60 - 99	\$464.00	\$510.00	\$46.00	705	710	5	\$327,120.00	\$362,100.00	\$34,980.00
(D) 100 - 149	\$572.00	\$629.00	\$57.00	282	294	12	\$161,304.00	\$184,926.00	\$23,622.00
(E) 150 - up	\$623.00	\$685.00	\$62.00	351	357	6	\$218,673.00	\$244,545.00	\$25,872.00
16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets:									
(A)(I) 0 - 499 sq ft	\$469.00	\$347.00	(\$122.00)	29	29	0	\$13,601.00	\$10,063.00	(\$3,538.00)
(II) 500 - 1,499 sq ft	\$590.00	\$480.00	(\$110.00)	108	108	0	\$63,720.00	\$51,840.00	(\$11,880.00)
(III) 1,500 - 2,499 sq ft	\$711.00	\$613.00	(\$98.00)	196	196	0	\$139,356.00	\$120,148.00	(\$19,208.00)
(IV) 2,500 - 3,499 sq ft	\$887.00	\$807.00	(\$80.00)	119	119	0	\$105,553.00	\$96,033.00	(\$9,520.00)
(V) 3,500 sq ft and up	\$1,009.00	\$941.00	(\$68.00)	37	37	0	\$37,333.00	\$34,817.00	(\$2,516.00)
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses,									
(A)(I) 0 - 499 sq ft	\$221.00	\$243.00	\$22.00	305	313	8	\$67,405.00	\$76,059.00	\$8,654.00
(II) 500 - 1,499 sq ft	\$342.00	\$376.00	\$34.00	569	572	3	\$194,598.00	\$215,072.00	\$20,474.00
(III) 1,500 - 2,499 sq ft	\$463.00	\$509.00	\$46.00	577	572	(5)	\$267,151.00	\$291,148.00	\$23,997.00
(IV) 2,500 - 3,499 sq ft	\$639.00	\$703.00	\$64.00	224	227	3	\$143,136.00	\$159,581.00	\$16,445.00
(V) 3,500 - 19,999 sq ft	\$761.00	\$837.00	\$76.00	115	116	1	\$87,515.00	\$97,092.00	\$9,577.00
(VI) 20,000 - 39,999 sq ft	\$872.00	\$959.00	\$87.00	77	80	3	\$67,144.00	\$76,720.00	\$9,576.00
(VII) 40,000 sq ft and up	\$992.00	\$1,091.00	\$99.00	54	60	6	\$53,568.00	\$65,460.00	\$11,892.00
TOTAL THIS PAGE						54	\$2,738,165.00	\$2,960,154.00	\$221,989.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29m

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 2 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue In Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(B) Food Processor/Wholesale:									
(I) 0 - 1,499 sq ft	\$332.00	\$365.00	\$33.00	69	64	(5)	\$22,908.00	\$23,360.00	\$452.00
(II) 1,500 - 3,499 sq ft	\$459.00	\$505.00	\$46.00	19	15	(4)	\$8,721.00	\$7,575.00	(\$1,146.00)
(III) 3,500 - 9,999 sq ft	\$739.00	\$813.00	\$74.00	19	19	0	\$14,041.00	\$15,447.00	\$1,406.00
(IV) 10,000 - 49,999 sq ft	\$1,130.00	\$1,243.00	\$113.00	36	37	1	\$40,680.00	\$45,991.00	\$5,311.00
(V) 50,000 - 99,999 sq ft	\$1,322.00	\$1,454.00	\$132.00	4	4	0	\$5,288.00	\$5,816.00	\$528.00
(VI) 100,000 - 199,999 sq ft	\$1,542.00	\$1,696.00	\$154.00	4	4	0	\$6,168.00	\$6,784.00	\$616.00
(VII) 200,000 sq ft and up	\$1,816.00	\$1,998.00	\$182.00	3	3	0	\$5,448.00	\$5,994.00	\$546.00
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(C) Food Distributor/Wholesale:									
(I) 0 - 1,499 sq ft	\$261.00	\$287.00	\$26.00	37	33	(4)	\$9,657.00	\$9,471.00	(\$186.00)
(II) 1,500 - 3,499 sq ft	\$423.00	\$465.00	\$42.00	22	20	(2)	\$9,306.00	\$9,300.00	(\$6.00)
(III) 3,500 - 9,999 sq ft	\$539.00	\$593.00	\$54.00	27	23	(4)	\$14,553.00	\$13,639.00	(\$914.00)
(IV) 10,000 - 49,999 sq ft	\$849.00	\$934.00	\$85.00	30	23	(7)	\$25,470.00	\$21,482.00	(\$3,988.00)
(V) 50,000 - 99,999 sq ft	\$1,015.00	\$1,117.00	\$102.00	17	16	(1)	\$17,255.00	\$17,872.00	\$617.00
(VI) 100,000 sq ft and up	\$1,141.00	\$1,255.00	\$114.00	28	27	(1)	\$31,948.00	\$33,885.00	\$1,937.00
16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets:									
(D) Food Salvager/Wholesale:									
(I) 0 - 3,499 sq ft	\$463.00	\$509.00	\$46.00	3	3	0	\$1,389.00	\$1,527.00	\$138.00
(II) 3,500 - 49,999 sq ft	\$974.00	\$1,071.00	\$97.00	3	3	0	\$2,922.00	\$3,213.00	\$291.00
TOTAL THIS PAGE						(27)	\$215,754.00	\$221,356.00	\$5,602.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29n

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 3 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.213(B)(b) Food/Recreational Health Program Fee									
(5) Each mobile food facility	\$132.00	\$145.00	\$13.00	653	689	36	\$86,196.00	\$99,905.00	\$13,709.00
16.213(B)(b) Food/Recreational Health Program Fee									
(6) Each vending machine headquarters	\$197.00	\$217.00	\$20.00	1	1	0	\$197.00	\$217.00	\$20.00
16.213(B)(b) Food/Recreational Health Program Fee									
(7) Each vending machine	\$34.00	\$37.00	\$3.00	626	635	9	\$21,284.00	\$23,495.00	\$2,211.00
16.213(B)(b) Food/Recreational Health Program Fee									
(8) Temporary Food Facility									
(A)(I) Packaged Food Handling:									
(v) Annual Permit	\$221.00	\$221.00	\$0.00	5	5	0	\$1,105.00	\$1,105.00	\$0.00
16.213(B)(b) Food/Recreational Health Program Fee									
(8) Temporary Food Facility									
(A)(II) Food Preparation:									
(v) Annual Permit	\$386.00	\$386.00	\$0.00	55	55	0	\$21,230.00	\$21,230.00	\$0.00
TOTAL THIS PAGE						45	\$130,012.00	\$145,952.00	\$15,940.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-290

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 4 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee In Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(b) Food/Recreational Health Program Fee									
(8) Temporary Food Facility									
(C) Temporary Food Facility Operating at a Certified Farmer's Market:									
(I) Packaged Food Handling	\$248.00	\$273.00	\$25.00	27	32	5	\$6,696.00	\$8,736.00	\$2,040.00
(II) Food Preparation	\$331.00	\$364.00	\$33.00	64	79	15	\$21,184.00	\$28,756.00	\$7,572.00
16.0213(B)(b) Food/Recreational Health Program Fee									
(9) Certified Farmer's Market:	\$386.00	\$425.00	\$39.00	4	9	5	\$1,544.00	\$3,825.00	\$2,281.00
16.0213(B)(b) Food/Recreational Health Program Fee									
(10) Food Carts:									
(I) Packaged Food Carts	\$56.00	\$62.00	\$6.00	343	342	(1)	\$19,208.00	\$21,204.00	\$1,996.00
(II) Food Preparation Carts	\$236.00	\$260.00	\$24.00	57	57	0	\$13,452.00	\$14,820.00	\$1,368.00
16.0213(B)(b) Food/Recreational Health Program Fee									
(14) Soft Serve:									
(A) First Machine on Premises	\$238.00	\$262.00	\$24.00	553	508	(45)	\$131,614.00	\$133,096.00	\$1,482.00
(B) Each Additional Machine on Premises	\$47.00	\$52.00	\$5.00	138	107	(31)	\$6,486.00	\$5,564.00	(\$922.00)
16.0213(B)(b) Food/Recreational Health Program Fee									
(15) Swimming Pools, Special Use Pools, Natural Bathing									
(A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium	\$193.00	\$212.00	\$19.00	2,399	2,423	24	\$463,007.00	\$513,676.00	\$50,669.00
(B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide	\$243.00	\$267.00	\$24.00	46	40	(6)	\$11,178.00	\$10,680.00	(\$498.00)
(C) Each Natural Bathing Place and Swimming Lagoon	\$243.00	\$267.00	\$24.00	15	16	1	\$3,645.00	\$4,272.00	\$627.00
TOTAL THIS PAGE						(33)	\$678,014.00	\$744,629.00	\$66,615.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29p

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 5 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change In Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change In Fee Revenue (H)-(G)
16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production:									
(B) Milk Store	\$110.00	\$121.00	\$11.00	21	21	0	\$2,310.00	\$2,541.00	\$231.00
(C)Milk Distributor	\$184.00	\$202.00	\$18.00	17	16	(1)	\$3,128.00	\$3,232.00	\$104.00
16.0213(B)(d)Vector Control Program Fees									
(2) Poultry Ranch Fees:									
(A) Annual Permit (all) Plus Fee for Poultry Population	\$100.00	\$110.00	\$10.00	38	38	0	\$3,800.00	\$4,180.00	\$380.00
(B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds)	\$6.00	\$6.60	\$0.60	2,656	2,656	0	\$15,936.00	\$17,529.60	\$1,593.60
(C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds)	\$4.50	\$5.00	\$0.50	1,567	1,567	0	\$7,051.50	\$7,835.00	\$783.50
(D)Poultry Ranch Environmental Houses (per 1,000 birds)	\$6.00	\$3.00	(\$3.00)	1,073	1,073	0	\$6,438.00	\$3,219.00	(\$3,219.00)
16.0213(B)(g) Land Use Fees (3) Real Estate Letter	\$43.00	\$47.00	\$4.00	18	24	6	\$774.00	\$1,128.00	\$354.00
16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major)	\$148.00	\$163.00	\$15.00	18	18	0	\$2,664.00	\$2,934.00	\$270.00
16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects	\$294.00	\$323.00	\$29.00	5	10	5	\$1,470.00	\$3,230.00	\$1,760.00
16.0213(B)(g) Land Use Fees (12) Major Variance	\$339.00	\$373.00	\$34.00	6	11	5	\$2,034.00	\$4,103.00	\$2,069.00
16.0213(B)(g) Land Use Fees (13) Minor Variance	\$158.00	\$174.00	\$16.00	3	3	0	\$474.00	\$522.00	\$48.00
16.0213(B)(g) Land Use Fees (14) Tentative Tract Review	\$624.00	\$686.00	\$62.00	13	13	0	\$8,112.00	\$8,918.00	\$806.00
16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps	\$171.00	\$188.00	\$17.00	32	32	0	\$5,472.00	\$6,016.00	\$544.00
16.0213(B)(g) Land Use Fees (17) Land Use Review	\$58.00	\$64.00	\$6.00	50	52	2	\$2,900.00	\$3,328.00	\$428.00
16.0213(B)(h) Water/Waste Water Program Fees									
(1) Wells									
(A) Well Construction									
(I) Agricultural, Individual, Domestic without Mandatory Seal	\$193.00	\$212.00	\$19.00	161	179	18	\$31,073.00	\$37,948.00	\$6,875.00
(II) Public Water Supply	\$407.00	\$448.00	\$41.00	39	39	0	\$15,873.00	\$17,472.00	\$1,599.00
TOTAL THIS PAGE						35	\$109,509.50	\$124,135.60	\$14,626.10
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29q

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
 PREPARED BY: Dan Avera
 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 6 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(h) Water/Waste Water Program Fees									
(1) Wells									
(A) Well Construction									
(III) Community, Domestic, Industrial	\$342.00	\$376.00	\$34.00	23	36	13	\$7,866.00	\$13,536.00	\$5,670.00
(IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode)	\$193.00	\$212.00	\$19.00	469	550	81	\$90,517.00	\$116,600.00	\$26,083.00
(B) Well Reconstruction (modification/destruction)	\$193.00	\$212.00	\$19.00	106	119	13	\$20,458.00	\$25,228.00	\$4,770.00
(C) Pre-approval Fee	\$66.00	\$73.00	\$7.00	68	52	(16)	\$4,488.00	\$3,796.00	(\$692.00)
16.0213(B)(h) Water/Waste Water Program Fees									
(2) Annual Surveillance Fees and Hourly Charges									
(A) State Small Systems	\$226.00	\$249.00	\$23.00	46	46	0	\$10,396.00	\$11,454.00	\$1,058.00
(B) Non-community System									
(I) Food/Lodging Establishments	\$226.00	\$249.00	\$23.00	62	63	1	\$14,012.00	\$15,687.00	\$1,675.00
(II) Organized Camps/RV Parks	\$342.00	\$376.00	\$34.00	78	78	0	\$26,676.00	\$29,328.00	\$2,652.00
(III) Industrial	\$453.00	\$498.00	\$45.00	38	38	0	\$17,214.00	\$18,924.00	\$1,710.00
(C) Community System	\$733.00	\$806.00	\$73.00	79	76	(3)	\$57,907.00	\$61,256.00	\$3,349.00
16.0213(B)(h) Water/Waste Water Program Fees									
(3) Well Driller Registration	\$34.00	\$37.00	\$3.00	80	84	4	\$2,720.00	\$3,108.00	\$388.00
16.0213(B)(h) Water/Waste Water Program Fees									
(5) Liquid Waste Hauling and Disposal									
(A) Each Vehicle	\$254.00	\$279.00	\$25.00	198	214	16	\$50,292.00	\$59,706.00	\$9,414.00
TOTAL THIS PAGE						109	\$302,546.00	\$358,623.00	\$56,077.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29r

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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 PHONE #: 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 7 of 8

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change in Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits									
(A) Sewage Holding Tank Operating Permit (Annual Permit)	\$105.00	\$116.00	\$11.00	397	399	2	\$41,685.00	\$46,284.00	\$4,599.00
16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees									
(A) Sewage Plans, Reports, and Permits									
(I) Lot Plan and Soil Review	\$149.00	\$164.00	\$15.00	89	148	59	\$13,261.00	\$24,272.00	\$11,011.00
(II) Single Family Dwellings	\$132.00	\$145.00	\$13.00	61	69	8	\$8,052.00	\$10,005.00	\$1,953.00
(III) Commercial Development Percolation Test Report Review	\$226.00	\$249.00	\$23.00	84	65		\$18,984.00	\$16,185.00	(\$2,799.00)
(IV) Subdivision Percolation Test Report Review	\$226.00	\$249.00	\$23.00	150	103	(47)	\$33,900.00	\$25,647.00	(\$8,253.00)
(VIII) FHA and VA approvals (iii) Sewage Approval Forms	\$22.00	\$24.00	\$2.00	150	139	(11)	\$3,300.00	\$3,336.00	\$36.00
16.0213(B)(I) Housing Program Fees									
(1) Organized Camps and Boarding Schools									
(A) Small (less than 100 camp capacity)	\$229.00	\$252.00	\$23.00	11	18	7	\$2,519.00	\$4,536.00	\$2,017.00
(B) Medium (100 - 249 camp capacity)	\$344.00	\$378.00	\$34.00	68	27	(41)	\$23,392.00	\$10,206.00	(\$13,186.00)
(C) Large (250 or more camp capacity)	\$0.00	\$516.00	\$516.00	0	27	27	\$0.00	\$13,932.00	\$13,932.00
16.0213(B)(I) Housing Program Fees									
(2) Massage Clinics	\$114.00	\$125.00	\$11.00	61	70	9	\$6,954.00	\$8,750.00	\$1,796.00
TOTAL THIS PAGE						13	\$152,047.00	\$163,153.00	\$11,106.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29s

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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PAGE A - FEE ADJUSTMENT CALCULATION

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	FEES			UNITS INVOLVED			REVENUE GENERATED		
	(A) Current Fee in Budget	(B) Proposed/ New Fee	(C) Change In Fee (B)-(A)	(D) Current Units in Budget	(E) Proposed/ New Units	(F) Change in Units (E)-(D)	(G) Current Revenue in Budget (A) x (D)	(H) Proposed/ New Fee Revenue (B) x (E)	(I) Change in Fee Revenue (H)-(G)
16.0213(B)(1) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof:									
(A) Annual Surveillance Inspection									
(I) 2-99 Sites	\$61.00	\$67.00	\$6.00	172	173	1	\$10,492.00	\$11,591.00	\$1,099.00
(II) 100 - 249 Sites	\$122.00	\$134.00	\$12.00	60	60	0	\$7,320.00	\$8,040.00	\$720.00
(III) 250 + Sites	\$166.00	\$183.00	\$17.00	11	11	0	\$1,826.00	\$2,013.00	\$187.00
(B) Annual Permit	\$27.00	\$30.00	\$3.00	243	244	1	\$6,561.00	\$7,320.00	\$759.00
(D) DEHS Administrative Fee	\$93.00	\$102.00	\$9.00	243	244	1	\$22,599.00	\$24,888.00	\$2,289.00
16.0213(B)(1) Housing Program Fees (B) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations									
(A) Annual Health Permit (I) annual Base Permit	\$122.00	\$134.00	\$12.00	1,191	1,204	13	\$145,302.00	\$161,336.00	\$16,034.00
Plus Per Each Dwelling Unit	\$6.00	\$7.00	\$1.00	13,000	13,000	0	\$78,000.00	\$91,000.00	\$13,000.00
TOTAL THIS PAGE						16	\$272,100.00	\$306,188.00	\$34,088.00
GRAND TOTAL (All Page A's)						72	\$4,598,147.50	\$5,024,190.60	\$426,043.10

7-8-29t

BUDGET UNIT: CALIFORNIA CHILDREN'S SERVICES (AAA CCS)

I. GENERAL PROGRAM STATEMENT

California Children's Services (CCS) is a state program that provides case management, diagnosis, and treatment services to individuals up to 21 years of age with severe qualifying medical conditions and whose families are unable to pay for all or part of their care. State law requires the county to maintain a mandated minimum county funding level. In addition to state realignment dollars and the county's mandated contribution, funding also comes from Medi-Cal, private insurance, and patient co-payments. Revenues are based upon individual client eligibility for specific programs such as Medi-Cal, Healthy Families, or CCS alone (people who do not qualify for other programs or cannot afford to pay their Medi-Cal co-share payments.)

The revenue breakdown among federal, state, realignment, and county general fund support depends on the type of services provided under this program. This program provides two type of services:

- 1) Administrative component – Case management activities which include determining program eligibility, evaluating needs for specific services, determining the appropriate providers, and authorizing/paying for medically necessary care.
 - a) Administrative funding is based on staffing standards and caseload mix of CCS clients. In other words, it depends on which Federal, State, or County program in which the children are enrolled. Currently, our caseload is comprised of the following:
 - i) Medi-Cal accounts for approximately 84.56%. This federal and state program reimburses the county for 100% of the costs associated with these services.
 - ii) Healthy Families accounts for approximately 10%. This federal and state program reimburses the county for 82.5% of the costs. The remaining 17.5% is equally funded by Social Services Realignment (8.75%) and general fund support (8.75%).
 - iii) CCS or Non-Medi-Cal caseload accounts for approximately 5.44%. Federal and state funds account for 50% of the costs associated with treating this clientele. The other 50% is equally funded by Social Services Realignment (25%) and general fund support (25%).
 - b) Two of the workload indicators presented in this budget reflect the administrative component: Cases managed and claims processed.
- 2) Medical Therapy component – Provides physical therapy, occupational therapy, and Medical Therapy Conference services. Licensed physical therapists and certified occupational therapists provide evaluation, treatment, consultation services and case management.
 - a) The State reimburses the county for 50% of the costs incurred by this program. The remaining 50% is equally funded by realignment and general fund support. In addition, the program is able to bill Medi-Cal for therapy staff hours at the medical reimbursement rate. This means that the physical therapist and occupational therapist time provided to Medi-Cal clients can be almost fully reimbursed by Medi-Cal. Currently, county employees are paid at \$32.86 per hour plus benefits and the county is reimbursed at a minimum rate of \$34.08 per hour.
 - b) It is estimated that approximately 70% of the therapy units (24,500 or 12,250 hours) will be provided during 2003-04 to Medi-Cal clients.

The budgeted local cost amount reflects the County's mandated share of costs for serving anticipated caseloads. Should actual caseloads fall short of projections, unused local funds would return to the County's year-end fund balance. Similarly, Realignment funds will be transferred to correspond with actual caseloads at the end of the year.

PUBLIC HEALTH

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	5,915,099	10,716,023	7,718,749	10,723,433
Total Revenue	4,630,286	9,177,982	6,330,708	9,185,392
Local Cost	1,284,813	1,538,041	1,388,041	1,538,041
Budgeted Staffing		154.3		145.0
<u>Workload Indicators</u>				
Cases Managed	-	10,900	10,200	11,000
Claims Processed	-	120,000	130,000	133,900
Therapy Units (old methodology)	-	124,000	-	-
Therapy Units (new methodology)	-	35,000	35,000	36,050

Actual expenses and revenues are significantly lower than budgeted because CCS does not have enough space to hire all of the staff. Negotiations on new space are currently underway but a move is not expected until after the end of the fiscal year. The program continues to experience difficulty filling nursing and physical therapy vacancies.

The Therapy Unit workload indicator has undergone a significant methodology change. As the 2002-03 county budget was being developed, the State was changing its CCS automated system. As a result, the Department could not extrapolate complete data for 2001-02. For the 2003-04 budget, the Department has revised this workload indicator to reflect therapy provided in 30-minute increments. To provide continuity in annual workload indicators, 2002-03 measurements of Therapy Units delivered were recalculated so they could be presented in the same manner as projected 2003-04 workloads.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing is decreasing by 9.3 positions overall due to some minor changes in staffing mix which decreased staffing by 0.2 positions as described below and to reflect long term vacancies occurred upon departure of 9.1 existing staff. Vacancies are expected to increase because greater restrictions upon County hiring processes result in longer periods of vacancy after an employee leaves a position. The other staffing mix changes include the addition of 3.0 Financial Interviewers, 1.0 Physical Therapist, 1.0 Medical Transcriber, and 0.5 of a Fiscal Clerk II. Reductions include 2.0 Therapy Assistants and 2.0 Registered Nurses II. The Registered Nurses classification no longer meets the state's service delivery requirements. Additionally, 1.7 of the reduction is a result of an accounting change. Those positions are in the Public Health budget and are now reflected in this budget as transfers.

PROGRAM CHANGES

Costs for services and supplies are lower due to reduced computers and equipment purchases needed for 2003-04. Budgeted costs have also decreased for EHAP and rent expense due to an accounting change. Transfers represent staff time purchased from Public Health, as mentioned in the Staffing Changes section above and an accounting change for EHAP and rent expense related to GASB 34. State revenue is expected to remain constant into 2003-04.

OTHER CHANGES

None.

PUBLIC HEALTH

IV. VACANT POSITION IMPACT

The department has a total of 18.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	12.8	Slated for Deletion
Vacant Budgeted In Recruitment	<u>5.8</u>	Retain
Total Vacant	18.6	

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 12.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 to restore all 12.8 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 948; non-compliance could potentially jeopardize state funding of approximately \$7.6 million. Furthermore, these positions provide direct patient care to severely ill children and assist children in enrolling to Federal/State programs such as Medi-Cal. If administrative staffing is reduced, fewer patients could be enrolled in these Federal/State programs, which generally reimburse the vast majority of costs associated with providing health care. As a result, local cost would increase dramatically to provide treatment for these severely ill children.

CAO Rec	Item	Program	Budgeted Staff	Program Description
x	1	Medical Therapy	1.3 - \$60,462 \$15,116 Local Cost \$45,346 Revenue Supported	This program provides direct care for children whose families qualify for no other type of aid and are unable to afford treatment under other means for life threatening or permanently debilitating illnesses. Positions needed are 0.8 Occupational Therapist and 0.5 Pediatric Therapist II.
x	2	CCS Administration	11.5 - \$637,632 \$49,228 Local Cost \$588,404 Revenue Supported	This program conducts case management activities for eligible children including determining all phases of program eligibility, evaluating needs for specific services, determining the appropriate providers, determining eligibility for Federal/State programs, and authorizing and paying for medically necessary care. Reductions in staffing will cause higher backlogs for children in need of services since children will not be evaluated or referred to providers on a timely basis. It will also reduce the number of children enrolled in other Federal/State programs such as Medi-cal and Healthy Families as the program only has a small window (7 days) to complete the physical and financial evaluation and the paperwork necessary to enrolled children on those Federal/State programs. Reducing administrative staff will greatly increase the local cost of providing services for which federal/state reimbursements would not be received. Positions needed are 5.5 Public Health Nurses (PHN), 3.5 Clerk II, 1.5 Financial Interviewers, 0.5 Physician Consultant, and 0.5 Supervising PHN.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - California Children's Services
FUND: General AAA CCS

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

Analysis of 2003-04 Budget

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	6,449,976	9,064,394	633,261	-	9,697,655
Services and Supplies	1,053,863	1,417,719	13,496	-	1,431,215
Equipment	9,000	18,000	-	-	18,000
Transfers	205,910	215,910	6,442	-	222,352
Total Appropriation	7,718,749	10,716,023	653,199	-	11,369,222
<u>Revenue</u>					
Current Services	25,334	12,800	-	-	12,800
State, Fed or Gov't Aid	4,917,278	7,626,641	653,199	-	8,279,840
Other Revenue	55	500	-	-	500
Realignment	1,388,041	1,538,041	-	-	1,538,041
Total Revenue	6,330,708	9,177,982	653,199	-	9,831,181
Local Cost	1,388,041	1,538,041	-	-	1,538,041
Budgeted Staffing		154.3			154.3

DEPARTMENT: Public Health - California Children's Services
FUND: General AAA CCS

ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2003-04 Department Request	H Vacant Position Impact	G+H I 2003-04 Proposed Budget (Adjusted)	J Recommended Vacant Restoration	I+J K 2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	9,697,655	(630,202)	9,067,453	(698,094)	8,369,359	698,094	9,067,453
Services and Supplies	1,431,215	(320,915)	1,110,300	-	1,110,300	-	1,110,300
Equipment	18,000	-	18,000	-	18,000	-	18,000
Transfers	222,352	305,328	527,680	-	527,680	-	527,680
Total Appropriation	11,369,222	(645,789)	10,723,433	(698,094)	10,025,339	698,094	10,723,433
					-		-
Revenue					-		-
Current Services	12,800	6,600	19,400	-	19,400	-	19,400
State, Fed or Gov't Aid	8,279,840	(652,149)	7,627,691	(569,406)	7,058,285	569,406	7,627,691
Other Revenue	500	(240)	260	-	260	-	260
Realignment	<u>1,538,041</u>	<u>-</u>	<u>1,538,041</u>	<u>(64,344)</u>	<u>1,473,697</u>	<u>64,344</u>	<u>1,538,041</u>
Total Revenue	9,831,181	(645,789)	9,185,392	(633,750)	8,551,642	633,750	9,185,392
					-		-
Local Cost	1,538,041	-	1,538,041	(64,344)	1,473,697	64,344	1,538,041
Budgeted Staffing	154.3	(9.3)	145.0	(12.8)	132.3	12.8	145.0

PUBLIC HEALTH

Base Year Adjustments

Salaries and Benefits	186,641	MOU.
	349,954	Retirement.
	96,666	Risk Management Workers Comp.
Total Salaries and Benefits	<u>633,261</u>	
Services and Supplies	<u>13,496</u>	Risk Management Liabilities.
Transfers	<u>6,442</u>	Incremental change in EHAP.
Base Year Appropriation	<u>653,199</u>	
Revenue		
State, Fed or Gov't Aid	<u>653,199</u>	
Total Revenue	<u>653,199</u>	
Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(555,182)	Primarily resulting from increased vacancy factor.
	(75,020)	GASB 34 Accounting Change - PHL staff support now budgeted in transfers.
	<u>(630,202)</u>	
Services and Supplies	(20,310)	GASB 34 Accounting Change (EHAP).
	(118,000)	Reduced computer and equipment expenditures that were needed for staffing expansion in 2002-03.
	(200,900)	GASB 34 Accounting Change - Rent now budgeted in transfers.
	18,295	Other minor miscellaneous increases.
	<u>(320,915)</u>	
Transfers	75,018	GASB 34 Accounting Change related to Public Health support staff.
	20,310	GASB 34 Accounting Change (EHAP).
	210,000	GASB 34 Accounting Change - Rent previously budgeted in services and supplies.
	<u>305,328</u>	
Total Appropriation	<u>(645,789)</u>	
Revenue		
Current Services	<u>6,600</u>	
State, Fed or Gov'd Aid	(653,199)	When targets are set, expenses changes are expected to be funded by increased state revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below.
	1,050	
	<u>(652,149)</u>	
Other Revenue	<u>(240)</u>	
Total Revenue	<u>(645,789)</u>	
Local Cost	<u>-</u>	

PUBLIC HEALTH

Vacant Position Impact Summary

	<u>Authorized</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
Vacant Budgeted Not In Recruitment - Delete	21	12.8	698,094	633,750	64,344
Vacant Budgeted In Recruitment - Retain	7	5.8	333,499	248,565	84,934
Total Vacant	28	23.6	1,031,593	882,315	149,278
Recommended Restoration of Vacant Deleted	21	12.8	698,094	633,750	64,344

Vacant Position Impact Detail

	<u>Position Number</u>	<u>Budgeted Staffing</u>	<u>Salary and Benefit Amount</u>	<u>Revenue</u>	<u>Local Cost</u>
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Clerk II</i>	00077414	(1.0)	(31,686)	(29,240)	(2,446)
<i>Clerk II</i>	00077415	(0.8)	(22,542)	(20,802)	(1,740)
<i>Clerk II</i>	00077416	(0.8)	(22,542)	(20,802)	(1,740)
<i>Clerk II</i>	00077417	(1.0)	(31,686)	(29,240)	(2,446)
<i>Financial Interviewer</i>	00077439	(0.5)	(19,157)	(17,678)	(1,479)
<i>Financial Interviewer</i>	00077441	(0.5)	(21,491)	(19,832)	(1,659)
<i>Financial Interviewer</i>	00077443	(0.5)	(19,157)	(17,678)	(1,479)
<i>Pediatric Rehab Therapist II</i>	00077444	(0.5)	(31,626)	(23,719)	(7,907)
<i>CCS Physician Consultant</i>	00077411	(0.5)	(58,381)	(53,874)	(4,507)
<i>Occupational Therapy Assistant</i>	00004150	(0.8)	(28,836)	(21,627)	(7,209)
<i>Public Health Nurse II</i>	00013841	(0.5)	(36,505)	(33,687)	(2,818)
<i>Public Health Nurse II</i>	00015631	(1.0)	(80,452)	(74,241)	(6,211)
<i>Public Health Nurse II</i>	00077423	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077424	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077425	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077426	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077427	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077428	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077429	(0.5)	(32,339)	(29,842)	(2,497)
<i>Public Health Nurse II</i>	00077430	(0.5)	(32,339)	(29,842)	(2,497)
<i>Supvg Public Health Nurse</i>	00077431	(0.5)	(35,321)	(32,594)	(2,727)
Subtotal Recommended - Retain		(12.8)	(698,094)	(633,750)	(64,344)
Total Slated for Deletion		(12.8)	(698,094)	(633,750)	(64,344)

PUBLIC HEALTH

Vacant Budgeted In Recruitment - Retain

<i>Financial Interviewer</i>	00072328	1.0	37,947	35,017	2,930
<i>Financial Interviewer</i>	00077442	0.5	19,157	17,678	1,479
<i>Pediatric Rehab Therapist I</i>	00004725	1.0	81,332	60,999	20,333
<i>Pediatric Rehab Therapist I</i>	00077407	1.0	60,193	45,145	15,048
<i>Pediatric Rehab Therapist I</i>	00077408	1.0	60,193	45,145	15,048
<i>Pediatric Rehab Therapist I</i>	00077409	0.5	30,278	15,230	15,048
<i>Pediatric Rehab Therapist I</i>	00077410	0.8	44,399	29,351	15,048
Total in Recruitment Retain		5.8	333,499	248,565	84,934

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA-CCS
 Title: Restoration of California Children's Services Medical Therapy Positions

PRIORITY: Rank 1 of 2 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 60,462	\$ 66,508
CLASSIFICATIONS		
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
<u>0.5</u>	<u>Pediatric Therapist II</u>	<u>31,626</u>
<u>0.8</u>	<u>Occupational Therapist</u>	<u>28,836</u>
Services & Supplies	_____	_____
Other (specify) _____	_____	_____
Equipment	_____	_____
FIXED ASSETS		
<u>Item</u>	<u>Amount</u>	
_____	_____	
_____	_____	
_____	_____	
Reimbursements (specify) _____	_____	_____
Total:	\$ 60,462	\$ 66,508
REVENUE (specify source)		
<u>State and Federal</u>	<u>30,230</u>	<u>33,252</u>
<u>Realignment</u>	<u>15,116</u>	<u>16,628</u>
_____	_____	_____
Total:	\$ 45,346	\$ 49,880
LOCAL COST	\$ 15,116	\$ 16,628

PUBLIC HEALTH

Policy Item #1 of 2 - Restoration of California Children's Services Medical Therapy Positions

Positions are currently vacant because the positions are hard to recruit. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The MTP component is the only part of CCS staff that is authorized to provide direct medical care for CCS clients. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard. Funding for the vacant budgeted positions within the Medical Therapy Program (MTP) is as follows: 50% State (combination of State and Federal monies) and 50% County (50% net County Cost and 50% realignment). For FY 02/03, the County's share was \$1,162,562 however the MTP bills for services rendered to Medi-Cal clients and we estimate revenues approximating \$256,916 for these services. As a result, the actual County share of the MTP will be approximately \$905,647.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

PUBLIC HEALTH

POLICY DESCRIPTION FORM

Department/Group: Public Health/HSS Budget Code: AAA CCS
 Title: Restoration of California Children's Services Administrative Positions

PRIORITY: Rank 2 of 2 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

See Attached

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 637,632	\$ 701,395

CLASSIFICATIONS

Budgeted Staff	Title	Amount
3.5	Clerk II	108,456
1.5	Financial interviewers	59,805
5.5	Public Health Nurses	375,669
0.5	Physician Consultant	58,381
0.5	Supvg PHN	35,321
Services & Supplies		

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 637,632 \$ 701,395

REVENUE (specify source)

State and Federal	539,176	593,095
Realignment	49,228	54,150

Total: \$ 588,404 \$ 647,245
 LOCAL COST \$ 49,228 \$ 54,150

PUBLIC HEALTH

Policy Item # 2 of 2 - Restoration of California Children's Services Administrative Positions

Positions are currently vacant because of two reasons (1) there is no physical space (currently in process) for them and, (2) some of the positions are hard to recruit e.g. Public Health Nurses. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The administrative component of CCS provided intensive case management only, as per State guidelines. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard.

A Public Health Nurse (PHN) is required for every 400 cases and to complement every PHN, one Financial Interviewer and 0.5 FTE of a Clerk II position are required. Additionally, 2.25 FTE Pediatricians are required for a caseload 9,001 – 10,500.

Funding for all positions within the CCS administrative budget category is as follows: 84.56% Medi-Cal; the remaining 15.44% is divided equally between the State and the County. As a result 7.72% is San Bernardino County's responsibility. The funding sources for the County's 7.72% share is 50% from realignment and 50% from the General Fund. Additionally, for FY 2003/2004, the CCS program would be reimbursed for all administrative cost for Healthy Families clients with special health care needs that we case manage. The percentage of Healthy Families cases of the CCS caseload is approximately 9%. Actual figures for reimbursement are being negotiated currently between the State CCS and Managed Risk Medical Insurance Board (MRMIB) but it is anticipated that the same formula that is currently used for Medi-Cal would be instituted. When this is realized, the County's share of the total administrative budget for CCS would be less than the current 7.72%.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

PUBLIC HEALTH

BUDGET UNIT: INDIGENT AMBULANCE (AAA EMC)

I. GENERAL PROGRAM STATEMENT

This budget provides financing for those ambulance contractors who transport indigents to the Arrowhead Regional Medical Center, or the closest hospital, under certain life-threatening situations. It also funds transport of indigent tuberculosis patients to Riverside County Hospital for treatment, and up to the extent of available appropriations, pays for the Sheriff's Department transport of indigent inmates (with the remainder paid directly by the Sheriff's Department). The appropriations in this budget unit are maintained at a constant level. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	472,501	472,501	472,501	472,501
Local Cost	472,501	472,501	472,501	472,501

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - Indigent Ambulance
FUND: General AAA EMC

FUNCTION: Health and Sanitation
ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	472,501	472,501	-	-	472,501
Total Appropriation	472,501	472,501	-	-	472,501
Local Cost	472,501	472,501	-	-	472,501

GROUP: Human Services System
 DEPARTMENT: Public Health - Indigent Ambulance
 FUND: General AAA EMC

FUNCTION: Public Assistance
 ACTIVITY: Hospital Care

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G		I		K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget (Adjusted)	Restoration	Budget
<u>Appropriation</u>							
Services and Supplies	472,501	-	472,501	-	472,501	-	472,501
Total Appropriation	472,501	-	472,501	-	472,501	-	472,501
Local Cost	472,501	-	472,501	-	472,501	-	472,501

PUBLIC HEALTH

BUDGET UNIT: CAJON PASS ILLEGAL DUMPING CLEAN-UP (RPH PHL)

I. GENERAL PROGRAM STATEMENT

In December 1998, a fire occurred in Cajon Pass as a result of illegal dumping of an estimated 100,000 tons of solid waste. Approximately 40 haulers and contractors have been identified as the parties responsible for the illegal dumping. This special revenue fund, established and managed by the Department of Public Health, Division of Environmental Health, will be used to account for the settlement contributions of the small haulers and the \$750,000 grant from the California Integrated Waste Management Board (CIWMB) and the expenditures associated with the clean-up effort for the illegal dump in Cajon Pass. The State requires a 10% holdback of funds until the project is completed.

The total estimated cost to clean up the site is \$2,800,000. As a result of the settlement agreement among those identified as haulers, the county and the CIWMB, the CIWMB will contribute \$750,000 and the large haulers will pay the balance of the clean-up cost less the contributions received from the small haulers. CIWMB will cover the cost associated with recycling of green waste and concrete, tipping fees, initial re-vegetation, and other costs as identified in the settlement agreement. There is no staffing associated with this budget unit.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	437,056	103,798	-	111,098
Total Revenue	14,394	81,000	6,500	81,800
Fund Balance		22,798		29,298

Estimated expenses and revenues from the state for re-vegetation will not occur until the work is completed in 2003-04, as such, financial activity for 2002-03 was minimal.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

The clean up of the illegally dumped material has been completed. Re-vegetation of the affected area is the only remaining activity. That activity was anticipated to be completed in 2002-03; however, it is now expected to continue into 2003-04. State reimbursement for re-vegetation will occur once this activity is complete.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - Cajon Pass
FUND: Special Revenue RPH PHL

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Services and Supplies	-	103,798	-	-	103,798
Total Appropriation	-	103,798	-	-	103,798
<u>Revenue</u>					
Fines & Forfeitures	6,500	6,000	-	-	6,000
State, Fed or Gov't Aid	-	75,000	-	-	75,000
Total Revenue	6,500	81,000	-	-	81,000
Fund Balance		22,798	-	-	22,798

GROUP: Human Services System
DEPARTMENT: Public Health - Cajon Pass
FUND: Special Revenue RPH PHL

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Services and Supplies	103,798	7,300	111,098	-	111,098	-	111,098
Total Appropriation	103,798	7,300	111,098	-	111,098	-	111,098
Revenue							
Fines & Forfeitures	6,000	800	6,800	-	6,800	-	6,800
State, Fed or Gov't Aid	75,000	-	75,000	-	75,000	-	75,000
Total Revenue	81,000	800	81,800	-	81,800	-	81,800
Fund Balance	22,798	6,500	29,298	-	29,298	-	29,298

Recommended Program Funded Adjustments

Services and Supplies	7,300
Total Appropriation	7,300
Revenue	
Fines and Forfeitures	800
Total Revenue	800
Fund Balance	6,500

We anticipate expending all revenues on site rehabilitation. This increase represents a small increase in revenues available for site rehabilitation.

Fines and forfeitures from small haulers are expected to increase slightly.

OVERVIEW OF BUDGET

DEPARTMENT: VETERANS AFFAIRS
DIRECTOR: BILL J. MOSELEY
BUDGET UNIT: AAA VAF

I. GENERAL PROGRAM STATEMENT

According to the Secretary of the U.S. Department of Veterans Affairs, approximately one out of three people in the United States are potential V.A. beneficiaries. In San Bernardino County, this means approximately 575,000 veterans, their dependents and survivors will become recipients of veteran's benefits. Veteran's Affairs provides information and assistance to residents in filing claims for benefits and services to which they may be entitled from federal or state governments. These benefits include medical care, insurance, home loans, pension benefits, disability compensation, education, and vocational rehabilitation.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,013,465	1,108,218	1,103,137	1,130,068
Total Revenue	274,310	264,000	257,018	257,018
Local Cost	739,155	844,218	846,119	873,050
Budgeted Staffing		19.0		17.0
<u>Workload Indicators</u>				
Subvention Claims Filed	5,834	6,000	5,339	5,500
New Annual Monetary Amounts	9,750,000	7,750,000	9,109,368	8,000,000
Average Annual Award	1,671	1,100	1,618	1,400

The variance between 2002-03 Budget and Estimated was due to a savings in salaries & benefits. One employee has been out on short term disability, two positions budgeted at higher levels were replaced with two new employees at lower pay ranges, and another position budgeted at full-time, worked only part-time.

The anticipated \$6,982 decrease in 2002-03 estimated revenue is due to an increase in administrative costs charged by the California Counties Veteran Services Officers Fund, which reduced every California County's portion of revenue received.

The increase in the New Annual Monetary Amounts in 2002-03 is due to a change in staffing in 2002-03. the state subvention and Medi-Cal monies veterans receive are generated by the activities performed by the Veterans Services Representatives. In 2001-02 the department generated \$9,750,000 in New Annual Monetary Amounts. However, at the end of 2001-02, the department was experiencing personnel problems with two of its Veterans Services Representatives. As a result, projects for New Annual Monetary Amounts were lower for the 2002-03 budget.

Prior to the beginning of the 2002-03 fiscal year, both employees terminated and the department hired two new, top-performing employees. These new employees significantly increased the estimated 2002-03 New Annual Monetary Amounts. However, only \$8,000,000 in Annual Monetary Amounts is estimated for 2003-04 due to the elimination of a Clerk II position.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing decreased by 2.0 positions.

Due to reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in Memorandum Of Understanding (MOU), retirement and workers compensation costs, and new and/or increased costs in Human Services Systems (HSS) administrative and Information Technology Services Department (ITSD), it will be necessary to eliminate 1.0 budgeted Clerk II.

VETERANS AFFAIRS

Additionally, 1.0 Veteran Services Representative has been out on leave since December 2002, and is not expected to return to work. Therefore, in 2003-04 the department did not budget for this position and will not fill it if it becomes vacant.

PROGRAM CHANGES

As previously mentioned, reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in MOU, retirement and workers compensation costs, and new and/or increased costs in HSS administrative and IT support have made it necessary to reduce the department's costs in other areas. Therefore, the Ontario office will be relocated to a County-owned facility.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Veterans Affairs
FUND: General AAA VAF

FUNCTION: Public Assistance
ACTIVITY: Veterans Services

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	890,062	934,395	37,241	-	971,636
Services and Supplies	151,397	108,116	(5,499)	-	102,617
Central Computer	12,000	13,023	(2,490)	-	10,533
Other Charges	1,100	1,800	-	-	1,800
Equipment	4,400	5,000	-	-	5,000
Transfers	44,178	45,884	(420)	-	45,464
Total Appropriation	1,103,137	1,108,218	28,832	-	1,137,050
<u>Revenue</u>					
State, Fed or Gov't Aid	<u>257,018</u>	<u>264,000</u>	<u>-</u>	<u>-</u>	<u>264,000</u>
Total Revenue	257,018	264,000	-	-	264,000
Local Cost	846,119	844,218	28,832	-	873,050
Budgeted Staffing		19.0	(1.0)	-	18.0

GROUP: Human Services System
DEPARTMENT: Veterans Affairs
FUND: General AAA VAF

FUNCTION: Public Assistance
ACTIVITY: Veterans Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	971,636	(32,808)	938,828	-	938,828	-	938,828
Services and Supplies	102,617	10,159	112,776	-	112,776	-	112,776
Central Computer	10,533	-	10,533	-	10,533	-	10,533
Other Charges	1,800	(1,000)	800	-	800	-	800
Equipment	5,000	1,000	6,000	-	6,000	-	6,000
Transfers	45,464	15,667	61,131	-	61,131	-	61,131
Total Appropriation	1,137,050	(6,982)	1,130,068	-	1,130,068	-	1,130,068
<u>Revenue</u>							
State, Fed or Gov't Aid	264,000	(6,982)	257,018	-	257,018	-	257,018
Total Revenue	264,000	(6,982)	257,018	-	257,018	-	257,018
Local Cost		-	873,050	-	873,050	-	873,050
Budgeted Staffing	18.0	(1.0)	17.0		17.0		17.0

VETERANS AFFAIRS

Base Year Adjustments

Salaries and Benefits	(33,769)	4% Spend Down Plan - delete 1.0 Clerk II.
	23,739	MOU.
	46,187	Retirement.
	1,084	Risk Management Worker's Comp.
	<u>37,241</u>	
Services and Supplies	(6,997)	30% Cost Reduction Plan.
	1,498	Risk Management Liabilities.
	<u>(5,499)</u>	
Central Computer	<u>(2,490)</u>	
Transfers	<u>(420)</u>	Increment change in EHAP.
Total Appropriation	<u>28,832</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>28,832</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(32,808)</u>	Defund 1.0 Veteran Services Representative.
Services and Supplies	<u>10,159</u>	Miscellaneous increases to services and supplies.
Transfers	15,667	Increased HSS Admin. Support charges, HR charges, and the additional ITSD service charge.
		Eliminated Ontario lease (\$15,649).
Total Appropriation	<u>(6,982)</u>	
Total Revenue	<u>(6,982)</u>	Anticipated decrease in revenue due to increased state administrative costs charged.
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

BUDGET UNIT: REALIGNMENT (AAC, AAD, AAE)

	2003-04					
	Estimated Beginning Fund Balance	Budgeted Revenue	Budgeted Departmental Usage	Budgeted 10% Transfers	Estimated Ending Fund Balance	Estimated Change in Fund Balance
Mental Health	25,433,662	55,201,458	67,192,114	(5,337,670)	8,105,336	(17,328,326)
Social Services	16,447,227	59,742,774	78,837,115	5,337,670	2,690,556	(13,756,671)
Health	34,730,659	55,690,960	54,768,121		35,653,498	922,839
Total	76,611,548	170,635,192	200,797,350	-	46,449,390	(30,162,158)

I. GENERAL PROGRAM STATEMENT

This budget is being presented for the first time in the budget book. At the end of the 2001-02 year it was converted from a trust fund to a restricted general fund. The format for this section varies from other budget units to help with presentation of information. The Realignment budgets do not directly spend funds or provide service. They are strictly financing budgets with the actual expenditures occurring within the operating budget units of the departments that receive Realignment revenue.

In 1991 the state shifted responsibility for a number of mental health, social services, and health programs to counties. This shift, known as Realignment, resulted in the creation of two dedicated funding streams to pay for the shifted services: a ½ cent Sales Tax and a change in the depreciation schedule for vehicles which resulted in a 24.33% increase in Vehicle License Fee (VLF) revenues. Each of the three service areas identified were required to have their own separate accounts established and each of those service areas receive a different share of statewide Realignment revenues.

Within the mental health area, the programs for which the county is now responsible for are: community-based mental health programs, State Hospital services for county patients, and Institutions for Mental Disease. Within the social services area, the programs for which the county is now responsible for are: the county revenue stabilization program and the county justice subvention program. Within the health area, the programs for which the county is now responsible for are: AB8 county health services, local health services, medically indigent services, and the county medical services program.

In addition to these program responsibility shifts, a number of programs had changes made to their cost sharing ratios. Social services had a number of programs involved in sharing ratio changes (numbers are shown in percentages in the order of state/county shares of cost): foster care from 95/5 to 40/60, child welfare services from 76/24 to 70/30, In Home Supportive Services (IHSS) from 97/3 to 65/35, county services block grant from 84/16 to 70/30, adoption assistance from 100/0 to 75/25, Greater Avenues for Independence from 100/0 to 70/30, CalWorks from 89/11 to 95/5, and administration from 50/50 to 70/30. Within health, the California Children's Services program cost share shifted from 75% state/25% county to 50/50.

The Realignment program has some flaws in its design that adversely impact County of San Bernardino revenues. First is San Bernardino's status as an "under equity county," meaning that the county receives a lesser share of revenue relative to other counties based on population and estimated poverty population. Revenue distributions among counties were determined by expenditures in the programs that were transferred just prior to the adoption of Realignment. San Bernardino County was under equity in those programs. Realignment did attempt to address the inequity issue, but the effort fell short and the county continues to be under equity to date. The problem of being under equity is that it exacerbates itself over time. As growth occurs in the revenue streams, that incremental new funding is distributed on existing sharing arrangements between the counties. The counties that are already over equity get a higher percentage of the new revenue while those that are under equity get less.

REALIGNMENT

In addition to the under equity issue is the fact that the demand for the services we are providing and the revenue streams funding them are both sensitive to the economy. When the economy is doing well, demand for services is reduced and revenues are high. When the economy does poorly, demand for services is high, but revenues under perform. During the recent good years, the realignment funds recovered from earlier difficulties and built up an available fund balance. Beginning in the 2002-03 year, those fund balances began to be depleted as revenues shrank, demand for services increased, and expenses increased.

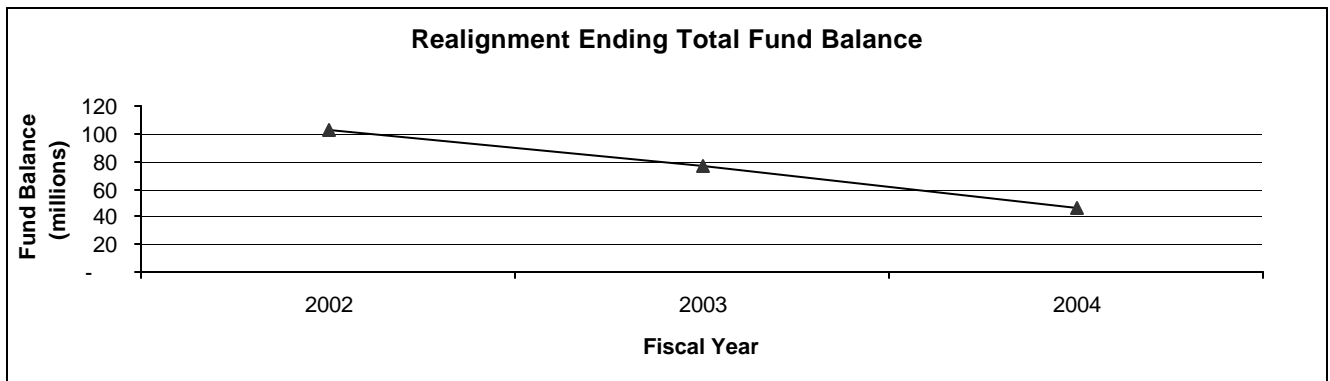
The state anticipated that some of the problems with Realignment could result in litigation or unfunded mandate claims. As a result the legislation contained three poison pill provisions that would make certain provisions of Realignment inoperative. The three poison pills that could nullify Realignment, or portions of it, are: (1) a county successfully filing an unfunded mandate claim with respect to realigned programs, (2) constitutional challenges regarding Realignment's treatment of VLF revenues (which are constitutionally protected as local government revenue) or a finding that exclusion of Realignment revenue from Proposition 98 education funding calculations is unconstitutional, and (3) an appellate court determination that 1982 legislation shifting responsibility for medically indigent adults to counties is reimbursable as an unfunded mandate.

The realignment legislation does allow for some flexibility in usage of funds at the county level. Upon action by the Board of Supervisors, a county can transfer 10% of a given years revenue from one fund to another. San Bernardino County has used the provision repeatedly over the years to help support either the health or social services programs. In the chart above there is a budgeted transfer for the 2003-04 year noted in the "Budgeted 10% Transfers" column. Any such transfer would have to come before the Board of Supervisors for approval before taking place.

II. BUDGET HISTORY

Total - All Realignment Funds				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	72,906,036	102,089,307	102,089,307	76,611,548
Revenue	165,126,275	178,755,312	166,531,844	170,635,192
Departmental Usage	135,943,004	184,385,696	192,009,603	200,797,350
Ending Fund Balance	102,089,307	96,458,923	76,611,548	46,449,390
Change in Fund Balance	29,183,271	(5,630,384)	(25,477,759)	(30,162,158)

Available Fund Balance, as seen in the graph below, in the Realignment funds peaked at the end of the 2001-02 year as the county benefited from a large growth distribution attributable to the 2000-01 increase in sales taxes and vehicle license fees. Departmental Usage increases and revenue stagnation have resulted in an increasing use of one-time funds to pay for ongoing costs. Based on current projections, both Mental Health and Health will run out of available fund balance as a financing source in the 2004-05 fiscal year.



Of note in this graph is that the fund balance ending 2003-04 at the far right is 76% Health fund balance; the other two funds are nearly out of cash to begin the 2004-05 budget cycle.

REALIGNMENT

In 2002-03, estimated revenues are projected to under perform budget due to declining sales tax revenues resulting in no sales tax growth distribution from 2001-02 and a reduced base revenue amount for 2002-03. Base revenue is calculated by adding prior year base and prior year growth. Since there was actually a shortfall in 2001-02, the 2002-03 base is reduced. VLF growth has also slowed significantly, dropping from a peak of \$9.7 million in 2000 to an estimated \$1.4 million in 2002-03.

The decline in sales tax revenues is an important factor in the stability of the realignment funds going forward. Caseload and cost increases for programs within social services get the first priority when distributing sales tax growth revenue because they are mandated programs for which service must be provided. Since sales tax is down, there is no growth money to pay for the increasing cost of these programs. It is anticipated that in 2004-05 the increased costs in some of the social services programs will require additional county general fund financing.

III. HIGHLIGHTS OF CHANGES WITHIN THE INDIVIDUAL REALIGNMENT FUNDS

Within the sections below, trends within the individual realignment fund categories of Mental Health, Social Services, and Health will be reviewed. These realignment budgets provide financing and not direct service. As such, the focus will be on broad expense and revenue trends. For more detailed information regarding departmental usage of realignment funds as it relates to programs and service delivery, please consult the appropriate departmental budget unit.

MENTAL HEALTH

Mental Health				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	32,301,976	47,202,385	47,202,385	25,433,662
Revenue	53,845,346	54,496,540	54,532,402	55,201,458
Departmental Usage	33,744,678	62,912,489	71,032,161	67,192,114
10% Transfers	(5,200,259)	(5,265,378)	(5,268,964)	(5,337,670)
Ending Fund Balance	47,202,385	33,521,058	25,433,662	8,105,336
Change in Fund Balance	14,900,409	(13,681,327)	(21,768,723)	(17,328,326)

The Mental Health Realignment fund revenue is composed approximately 2/3 sales tax and 1/3 vehicle license fee. Continued strength in VLF has helped offset some of the declines in sales tax within the Mental Health fund, however, program cuts by the State and significantly increasing costs of salaries and benefits have resulted in climbing departmental use of realignment funds. The actual departmental use shown in the chart above for 2001-02 is skewed lower by about \$11.0 million due to a one-time recognition of revenue within Behavioral Health as a result of GASB accounting rule changes at the end of 2001-02. Given that adjustment projected realignment use by Behavioral Health has still climbed substantially and can not be continued at this pace. In 2004-05, Behavioral Health will be faced with significant budget cuts or will require additional general fund financing to bring ongoing expenditures in line with ongoing revenues.

Breakdown of Departmental Usage of Mental Health Realignment				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Behavioral Health	33,519,394	62,636,215	70,716,893	66,873,463
Health Care Costs	225,284	276,274	315,268	318,651
Total Departmental Usage	33,744,678	62,912,489	71,032,161	67,192,114

REALIGNMENT

SOCIAL SERVICES

Social Services				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	23,095,211	27,287,820	27,287,820	16,447,227
Revenue	56,768,765	67,288,306	56,897,880	59,742,774
Departmental Usage	57,776,415	69,725,246	73,007,437	78,837,115
10% Transfers	5,200,259	5,265,378	5,268,964	5,337,670
Ending Fund Balance	27,287,820	30,116,258	16,447,227	2,690,556
Change in Fund Balance	4,192,609	2,828,438	(10,840,593)	(13,756,671)

Revenues for Social Services are primarily (96%) sales tax with minimal VLF. As a result of this dependence on sales tax, the social services revenues have been particularly hard hit by the poor performance of statewide sales tax collection. This unstable revenue source combined with rising demand for services and significant cost increases has caused a quick decline in the Social Services Realignment fund balance. It is probable that in the 2004-05 year the social services programs will require substantial additional general fund support.

Cost increases within social services are a result of climbing caseloads and increased expenditure. Expenditure increases include salary and benefit increases for employees as well as salary and benefit increases for IHSS workers.

Breakdown of Departmental Usage of Social Services Realignment				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Social Services Programs*	50,208,391	61,903,994	65,336,185	71,015,863
California Childrens Services	1,284,813	1,538,041	1,388,041	1,538,041
Probation	4,484,211	4,484,211	4,484,211	4,484,211
County General Fund	1,799,000	1,799,000	1,799,000	1,799,000
Total Departmental Usage	57,776,415	69,725,246	73,007,437	78,837,115

*Soc. Svcs. Programs include: IHSS, Foster Care, Seriously Emotionally Disturbed, and Administrative Claim Matches

HEALTH

Health				
	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Budget 2003-04
Beginning Fund Balance	17,508,849	27,599,102	27,599,102	34,730,659
Revenue	54,512,164	56,970,466	55,101,562	55,690,960
Departmental Usage	44,421,911	51,747,961	47,970,005	54,768,121
10% Transfers	-	-	-	-
Ending Fund Balance	27,599,102	32,821,607	34,730,659	35,653,498
Change in Fund Balance	10,090,253	5,222,505	7,131,557	922,839

Health Realignment is funded approximately 1/3 sales tax and 2/3 VLF. As a result it had greater revenue stability over the last two years as the other funds have been troubled by the downturn in sales tax. Within Health, departmental expenses have been brought into line with ongoing revenues by not providing realignment increases to pay for rising salary and benefit costs. By holding realignment to ARMC and Public Health flat, they have effectively experienced a budget cut due to inflation and the rising costs associated with salaries and benefits. The slight increase in 2003-04 for Public Health reflects of backfill of lost SB90 revenue from the state and is not a true increase.

REALIGNMENT

The other programs funded from Health realignment are Medically Indigent Adult (MIA) Payments and Health Care Costs. The MIA budget funds payments to non-county hospitals for treatment of MIA patients. The Health Care Costs budget unit helps pay for the ARMC Lease Payment and the increase in budget for this unit represents greater realignment support for this expense.

The Health Realignment Fund is currently in the best fiscal shape of the three realignment funds. This is primarily the result of the lack of direct impact of state budget cuts on Health overall. Going forward this is not anticipated to continue and given the size of some of the potential cuts to the hospital it is foreseeable that this fund too will experience a significantly declining fund balance in the near future.

Breakdown of Departmental Usage of Health Realignment				
	Actual	Budget	Estimated	Budget
	2001-02	2002-03	2002-03	2003-04
Arrowhead Regional Medical Cntr	28,884,540	28,000,000	28,000,000	28,000,000
Medically Indigent Adult Payments	-	2,550,000	1,587,046	2,550,000
Public Health	10,992,823	13,574,089	13,458,179	13,908,689
Health Care Costs	<u>4,544,548</u>	<u>7,623,872</u>	<u>4,924,780</u>	<u>10,309,432</u>
Total Departmental Usage	44,421,911	51,747,961	47,970,005	54,768,121

Budgetary Note: Financial information presented in this Realignment budget section is consistent with state reporting requirements for the Realignment funds. The state's reporting requirements are not consistent with the county's implementation of GASB 34 as it relates to revenue accrual. As such, within the county's accounting system, an adjustment will be made to show the correct revenues in accordance with the county's accrual procedures. This is a revenue timing issue only as a result of delays by the state in distributing growth revenue.